



**University of Notre Dame
Form Instructions
Check Requisition Form**

Who uses this form: The person(s) in each department responsible for obtaining payment for vendor provided goods or services.

How is this form used: To make a payment to a vendor for goods or services provided to the University. The original vendor invoice or other supporting documentation should be attached to the form. Payments should be requested via the Check Requisition form only when use of either the buyND system or the Procard is not possible. Also, the Check Requisition form should not be used for payments to individuals. Payments to individuals should be made using the Travel and Expense Report form (expense reimbursement), the Non-Employee Payment for Services form (services rendered), or the Faculty/Staff Additional Pay for Services form (services rendered).

Instructions:

1. Pay To Name and Address: Enter the vendor's name and address exactly as it is to be shown on the check. Usually a "remit to address" is shown on the vendor's invoice.
2. Description / Business Purpose: Give a description of the goods or services being acquired. Example - Invoice #12345, for services rendered from 7/1/xx to 7/31/xx for construction of bldg.
3. Payee's citizen status: check the appropriate box. A **resident alien** refers to a non citizen who has established a temporary or permanent residence in the US. A **nonresident alien** is a visitor with the legal right to visit the US. If the payee is a Resident Alien or Non-Resident Alien, list County and Visa Type.
4. Payment in a Foreign Currency: check the box and indicate the currency in the space provided (Euro, for example). The amount to be paid should be stated in foreign currency. Contact Accounts Payable at 631-5304 for assistance initiating payments in foreign currency.
5. **PAYMENT OPTIONS:** check the appropriate box. Contact Accounts Payable at 631-5304 for assistance initiating the appropriate form of payment.

Hard-copy Checks - The requesting department may choose how a check is delivered:

- a. Send U.S. Mail, no attachments is the preferred option and should be used whenever possible. This option is used when the check can be mailed directly to the payee from Accounts Payable.
- b. Send U.S. Mail, with attachments is used when the requesting department sends an attachment (payment stub, etc.) with the Check Requisition form for enclosure with the check when it is mailed directly to the payee from Accounts Payable.
- c. Send campus mail is used when the department wants to receive the check so that it can be forwarded to the payee with additional information. Indicate the departmental contact name and address to receive the check.
- d. Hold for pick-up is used when the department wants to receive the check so that it can be forwarded to the payee with additional information. The department wishes to pick-up the check to save mail time. Indicate the departmental contact name and phone number to be called when the check is ready.

Electronic Bank Transfers - Payments can be made via an electronic bank transfer both inside and outside the U.S., in either U.S. \$ or local currency. Generally, payment can be made via "direct deposit" (low cost, takes a day or two longer to reach payee's bank account) or wire transfer (higher cost, faster). For payments inside the U.S., electronic options are encouraged for either high dollar transactions, or for time sensitive transactions (purchase of real estate, for example). For payments outside the U.S., electronic options should be used whenever possible.

6. Account Distribution (FOAPAL): This section requires the Fund, Organization, Account and Program numbers and associated dollar amounts. Activity and Location codes are optional. Attach an additional form if more lines are needed.
7. Departmental Approval Name/Signature and Date is required. Generally, the approver is a higher level employee in the same department as the requestor. The approver must be authorized to make charges to the FOAPAL's indicated.

For questions regarding completing this form, please contact one of the Accounts Payable Compliance staff members listed at the [Controller/Accounts Payable "Contact Us" page](#).