**Linfield University**

**Accounts Payable Check Request TIPS**

**Melrose Hall, Room #111/112– Mail Unit A512**

**TIPS for Quick Processing of REIMBURSEMENTS/ADVANCES to Linfield Employees or Students:**

1. **Use the most current form found on the AP resource page**

[**https://inside.linfield.edu/accounts-payable/index.html**](https://inside.linfield.edu/accounts-payable/index.html)

1. **Only Advances & Out-of-Pocket Expenses are paid through A/P.** Requests for stipends or contracted services for employees or students should be routed to the Payroll Department.
2. **TAR form is for travel advances, reimbursement and reconciliations** (non-travel items can be included on this form no need to complete a separate form)
3. **AP CKRQ-1 is for non-travel reimbursements**
4. **AP CKRQ-2 is for non-employee requests**
5. **Per Diem requested after travel is the preferred method.** However we can provide an advance if the travel time is an extended period.
6. **Secure your detailed receipts:**
	1. Use an envelope (recycled is ok) to secure many small receipts.
	2. Tape them to a recycled sheet of 8.5 x 11 paper.
	3. Write your name, date, and total amount of receipts on the envelope or paper, and then staple it to your check request.  *This will ensure that your receipts aren’t shuffled into someone else’s documents; and if they do get detached, we can match them back up again.*
7. **Employee Reimbursement:** Please sign your request, or if you do not prepare your own request, sign and date your detailed receipts. Print your name as well, if your signature is illegible.
8. **Provide the business purpose for any activity/trip (course#, recruiting, what type of event, how many students, employees and guests involved) and destination.**
9. **Check Routing Instructions Box – How Do You Want to Receive Your Check?**
	1. Direct Deposit via Paymerang ACH is the preferred method for all regular employees. You must receive an invitation to enroll from Paymerang. Coordinate with AP to make this happen (This is a separate system from payroll)
	2. For campus mail delivery, **enter your Unit #**
	3. For US Mail, mark an X on that line – it will be sent to your home address.
	4. For Department Delivery to your A/P **folder,** (if applicable) **write in** department name.
	5. Or check “Hold for pickup” or “Other.”

**TIPS for PAYMENT for Services or REIMBURSEMENTS to NON-Employees:**

1. **Non-employee Check Request:** Provide the Payee name, address, email and contact phone.
2. **Vendor with Invoice:** Large invoices may require preapproval via a Purchase Order, quote or proposal, or a signed contract, before payment is authorized.  Submit the vendor’s invoice to A/P. Write your GL account number on the invoice, present with an authorized approval signature. When a PO has been issued and approved for the purchase –Only the invoice needs an okay to pay and signature by the requestor or person of authority. Note any special mailing instructions. If you prefer, you may use the AP Check Request #2 for Vendors, for your convenience, but it is not necessary for Accounts Payable.
3. **Licenses, Subscriptions & Renewals:** If you have a form or contract to include with payment for licensure, subscriptions or renewals, please provide a copy of the form for backup documentation. We will send the original form with payment.
4. New vendor? Submit the vendor’s W-9 to AP along with the invoice. Or provide vendor’s contact information to AP can request a W-9. In most cases, the vendor will not be paid until AP has a W-9 on file.
5. A Supervisor approved Travel Advance or Expense Reimbursement (TAR) form must be submitted to the Accounts Payable Office within 30 days of completion of the travel or event. Check Requests must be submitted within 30 days of the date of purchase.
6. Per IRS Guidelines, a (TAR) or Check Request or VISA report received more than 60 days after the trip will be reported through Payroll as a taxable benefit to the employee

***Accounts Payable & Purchasing staff … at your service!***

July 2020