



GVSU Business & Finance Department Procedures Manual

Section: Business and Finance

Section Number: 308

Subject: Check Request Procedures

Date: January 2013

This process is intended for requesting payments under \$5,000. The most efficient and easy way to make small dollar purchases or payments is to use a purchasing card issued to either you or to your department.

If you are unable to make the following types of payments with your purchasing card, please follow the Check Request Procedures:

1. Conference Registrations under \$5,000 (purchase order not required)
2. Membership/Dues under \$5,000 (purchase order not required)
3. Subscriptions under \$5,000 (purchase order not required)
4. Refunds: Money collected for a specific purpose or meeting that you wish to return to an individual for any reason. It is assumed with this request that you have received the funds you are refunding.
5. License Fees/Permit Fees/Annual Filing Fees
6. Pay for funds collected: Money raised during a fundraiser or money given for the support of another group.
7. Other: Providing support to a club or group that is part of your academic program.

Procedures (Click here for full tutorial)

1. Log in to OnBase, click on the drop down arrow next to "Document Retrieval" and select "New Form".
2. Click on "AP Check Request" and fill in all required information. If you have no supporting documents, click "Submit" and write down the reference number in the upper right hand corner of the form for your records.
3. If you have supporting documents, they can be uploaded to OnBase. After filling in all of the required information, click on "Save" then on "Attach Supporting Documents". If these attachments need to accompany your check, be sure to click on the "Send Attachments With Check" box in Section #3 of the form. Then click on "Submit".
4. This will begin the workflow to the Accounting Department. If you do not have signature authority for the FOAP used, the form will be routed to the appropriate person for approval. Once all approvals are in place, Accounting will process the check and distribute per your instructions in Section #3.
5. Documents can be retrieved in OnBase by selecting "AP-Check Request" from the "Document Types" list and entering the reference number (CRxxxxxx) in the "Banner Doc Reference" field.