

UUSS Check Request Procedure for Payments and Reimbursements

Thank you for your support of UUSS programs. This explains how to obtain reimbursement or payment for a service rendered to UUSS. A Check Request is submitted with proper approval from UUSS committee chair or person responsible for budget line item to be charged. Submit the completed to the bookkeeper by Tuesday noon for disbursement with the Thursday check run. Each Check Request should be completely filled out with the payee's full legal name, address, email and telephone number. Include a description of the purchase and its the purpose (i.e., don't just list meal reimbursement, but indicate why and for whom a meal was purchased and also note their relationship to the UUSS). When paying for goods or services (such as honorariums, speakers, musicians, etc) indicate the purpose and date(s) of sermon, music or other service. Incomplete requests will be returned for submission of missing information. UUSS must have on file, for every vendor, a current form W-9 "Request for Taxpayer Identification Number" before a payment can be processed when payments exceed \$600 to an independent contractor. It is the your responsibility to obtain the W-9 form for our Bookkeeper. Blank W-9 forms may be obtained from the Bookkeeper.

When to Use the Check Request

- Personal Reimbursement for job related purchased items
- Cash Advance when approved, to purchase an item
- Conference Registrations
- Honorariums, speakers, musicians
- Memberships
- Invoices from small vendors who do not accept Purchase Orders or Credit Cards

Check Request Documentation

- Requires approval by the committee chair or responsible staff
- Must be properly completed, noting the UUSS budget line item to be charged
- Originals of detailed invoice/receipts, including brochures, internet publication or supporting documents must be attached.
- Every invoice requires a separate Check Request form, though multiple requests for the same payee may be paid in one combined check.

When Checks are Available

Checks made payable to staff will usually be available for pick up by the following Monday depending on obtaining appropriate signatures. Otherwise checks are mailed to vendors, organizations, or persons not employed by UUSS. Check to be picked up should be coordinated with the bookkeeper. Checks that are

issued but not cashed within 90 days are voided. Please be sure to follow all procedures to ensure prompt and efficient service. Inaccurate, improper or incomplete check requests expenses will be returned causing unnecessary delays.