

Instructions for completing Check Request (formally Direct Payment Form)

This form shall be used when requesting a check for reimbursement of goods or services or when requesting an advance check to accompany a requisition or purchase order for vendors who do not accept purchase orders or require payment on delivery. All requests of goods **must be PRE-APPROVED BEFORE TRANSACTIONS ARE INITIATED.** Failure to receive prior approval may result in requestor's personal liability. Please be sure to attach quotes, invoices and all supporting documentation.

1. Complete Vendor/Payee information as described on the Check Request Form
2. Complete Invoice Data information as described on the form.
3. List Department and Budget Information
4. Complete body section of form with Item Number, Quantity, Item Name and Description, Unit Cost and Total Cost.
(If Electronic Form is used totals will calculate automatically.)
5. Enter shipping Costs
6. Enter Grand Total
(If additional lines are needed continue on another sheet and total on the last sheet used.)
7. Requestor must sign and certify delivery of goods or services.
8. Obtain all necessary approvals.

IMPORTANT NOTES:

Requisitions must be approved for all goods or services where payments are requested. See Above.

Bid/Quote Requirements

Small Purchases	< = \$5,000	No competitive bidding or quotes required
Small Purchases	> \$5,000 and up to \$15,000	quotes from 3 bona fide bidders; may be by fax, mail or email
Small Purchases	> \$15,000 and up to \$25,000	quotes from 5 bona fide bidders; may be by fax, mail or email
Small Purchases	> \$25,000	Requires Competitive Sealed bids

Small Purchases does not include Public Works.

Check List for Check Request Form

Attachments:

_____ Requisition or Purchase Order
_____ Invoice
_____ Quotes
_____ Packing Slip or Delivery Confirmations
_____ Signatures of Approval