





## Check Request Order Form Instructions

Check Request Orders are payment forms used by individuals and groups utilizing department funds to pay for purchased goods or services. All purchases need to be processed in accordance with the policies and procedures as set forth by CCRI Purchasing and Accounts Payable Offices.

If you have additional questions, please contact Accounts Payable at [accounts.payable@ccri.edu](mailto:accounts.payable@ccri.edu).

Check Request Order Forms must include:

1. Banner vendor ID
  - If the vendor is not on the Banner system, the department must obtain a completed W-9 form from the vendor to submit with this form or if a business/company, vendor must complete the Vendor Registration.
2. Vendor name
3. Vendor address
4. City, state, and zip of vendor address
5. CCRI contact name
6. CCRI contact phone number
7. W9
  - Every vendor must have a W9 on file. If this is a new vendor, please attach the W9 form to this form.
8. Choose if any apply. If none, leave blank:
  - **Honorarium:** All honorarium payments made to CCRI faculty or staff need to go through Human Resources and an internal Banner workflow will be set up *prior* to confirming the services of the person(s). Staff members that are currently on the part-time payroll, 19 hours per week, are not eligible to receive honorariums.
  - **Webinar:** Please submit any documentation regarding the webinar including description of event, registration, and pricing.
9. Vendor invoice #
10. Vendor invoice date
11. Quantity
12. Description of items
13. Price per unit
14. Total price per item (will formulate as you enter items). Total amount should agree to invoice total (will formulate as you enter items).
15. Complete Banner FOAPAL string and amount to be charged to each individual FOAPAL string. Total must agree to invoice total.
16. Verify information is correct and sign. Send to your supervisor/department chair for approval.
17. Verify information is correct and sign for approval.

Attach original invoice to the Check Request form along with quotes and memo, if applicable, and send to Accounts Payable for processing.