There are a number of items that should be paid via a check request in Smart Source:

- The following should be done as a check request in Smart Source for non-confidential check payments:
  - Honoraria
  - Licenses
  - Awards and prizes
  - Dues and Memberships
  - Non-Employee Reimbursements
  - Employee Reimbursements (Non-Travel Related)

- Additionally, you can use a check request through Smart Source when there is not a standard invoice, as with licensing agencies, conferences sponsors, journal publishers, etc. and they do not accept a P-Card.

- Check requests that are not listed above and are of a confidential nature should be submitted on a paper check request and emailed to smartsource@drexel.edu
If you have an invoice in hand for goods or services that have already been provided:

- You will not submit the invoice for payment on a check request
  - The correct form to use for these payments is the Confirming Order form.
  - Please refer to the Confirming Order Job Aid for further details.

- Once you have determined the check request is the proper form for payment, select the Check Request Form in SmartSource:
The Check Request form contains five sections:

- **Supplier Selection:**
  - In this section, you will indicate which supplier you will be using.

```
Supplier Selection

Enter Supplier

or

supplier search | enter manually
```

Please refer to the [Enter a Supplier Manually Job Aid](#) if your supplier’s name does not appear in the search.
The Check Request form contains five sections:

- **Remittance Address:**
  - In this section, the remittance address will automatically populate if using a vendor already in the system. If you had to enter manually, you will complete this section with the address of where you need the check to go.
The Check Request form contains five sections:

- **Support Documentation:**
  - This section requires you to upload your supporting documentation such as receipts, enclosures, wire instructions, etc.

Please Note: Not attaching documentation in this section will cause an error in the checkout process.
The Check Request form contains five sections:

- **Invoice Information:**
  - This section requires you to provide details of the invoice such as:
    - **Product Description:** This is the purpose of the check request.
    - **Supplier Invoice #:** If there is not an invoice number, use date MM/DD/YYYY.
    - **Invoice Date**
    - **Due Date**
    - **Invoice Amount**
The Check Request form contains five sections:

- **Check Distribution:**
  - In this section, you will provide information detailing any special handling the check requires such as:
    - Check pick up
    - Check requires overnight
    - Wire transfer

Once the form has been completed, submit the form to your cart for checkout. At this point you can proceed with the checkout process and submit your requisition.