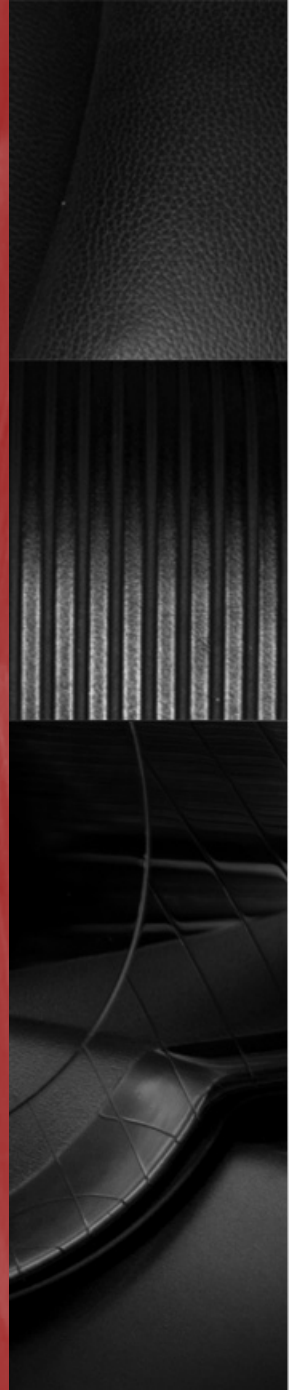



Check Request Process and Procedure

Procurement Services

Updated 12/16



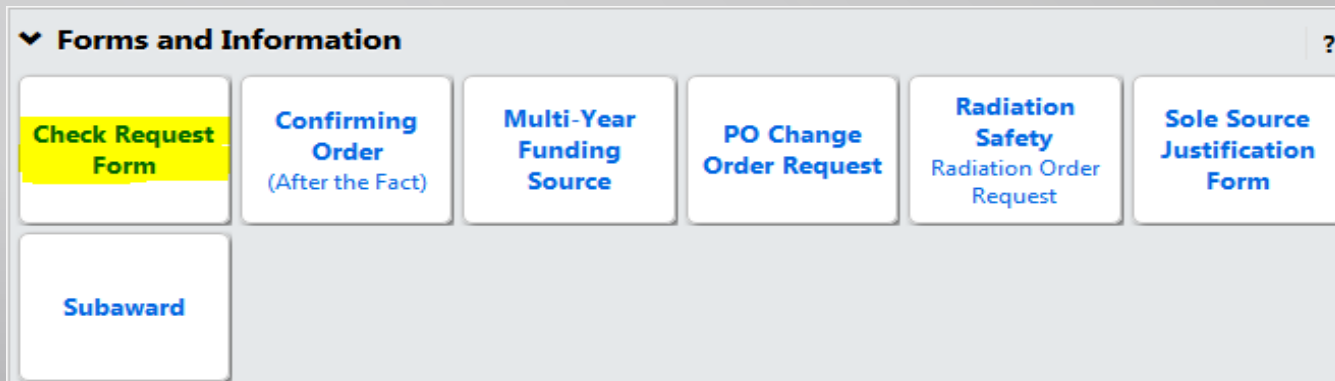


There are a number of items that should be paid via a check request in Smart Source:

- The following should be done as a check request in Smart Source for non-confidential check payments:
 - Honoraria
 - Licenses
 - Awards and prizes (for non-Drexel individuals)
 - 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.

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 screenshot shows a software interface titled "Forms and Information" with a dropdown arrow on the left and a question mark on the right. Below the title is a row of six buttons: "Check Request Form" (highlighted in yellow), "Confirming Order (After the Fact)", "Multi-Year Funding Source", "PO Change Order Request", "Radiation Safety Radiation Order Request", and "Sole Source Justification Form". Below this row is a single button labeled "Subaward".

The Check Request form contains five sections:

- Supplier (Payee) Information:
 - In this section, you will select your payee

Supplier Selection

Enter Supplier

or

[supplier search](#) | [enter manually](#)

Please refer to the [Enter a Supplier Manually Job Aid](#) if your payee's name does not appear in the search

The Check Request form contains five sections:

- Supplier (Payee) Information:

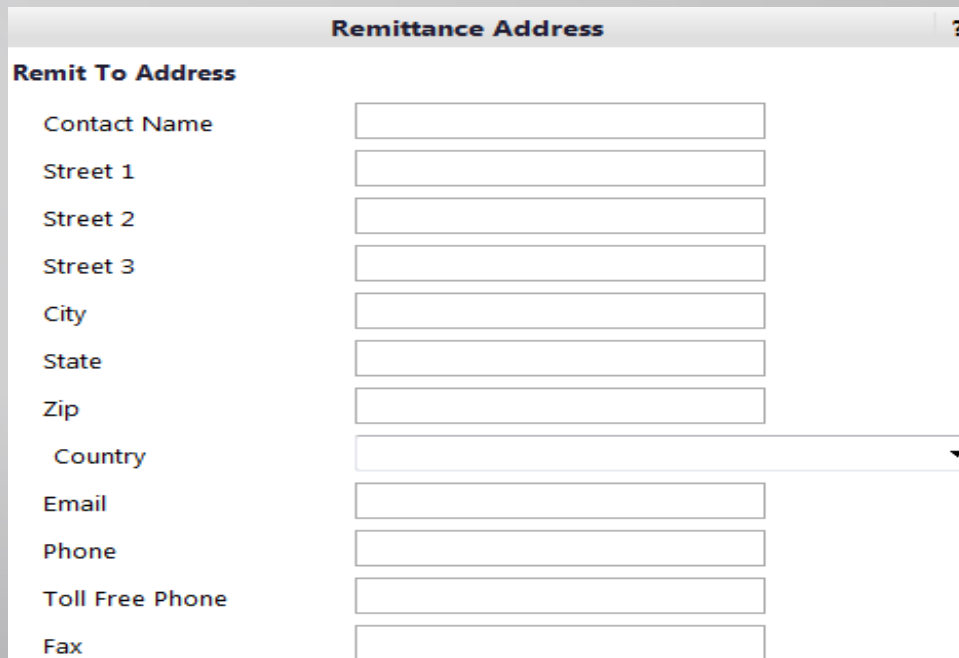
- You will also need to answer the following questions in regards to Payee

Is the payee a U.S Citizen or Permanent Resident Alien?	<input type="radio"/> No
	<input type="radio"/> Yes
Was service performed in U.S.?	<input type="radio"/> No
	<input type="radio"/> Yes
Will this be paid in foreign currency (non-US dollars)?	<input type="radio"/> No
	<input type="radio"/> Yes

- If the payee is not a US Citizen or Permanent Resident Alien and service was performed in the United States, you will need to submit this payment on a paper check request and email it directly to the Tax Office at taxdept@drexel.edu.
- If the payee is not a US Citizen or Permanent Resident Alien and service was performed outside of the United States, a Foreign Source form is required to be attached to your SmartSource check request. Contact the Tax Office at 215-895-6880 for more information.
- Payments in foreign currency cannot be made via a SmartSource Check Request. You will need to submit a paper check request to acctpay@Drexel.edu.

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.

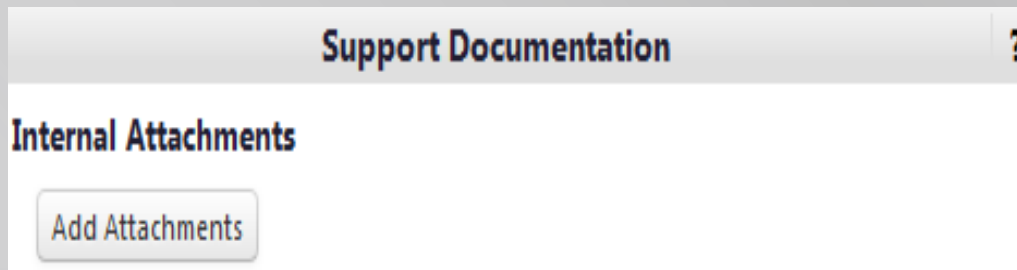


The screenshot shows a software window titled "Remittance Address" with a help icon (question mark) in the top right corner. Below the title bar, the section is labeled "Remit To Address". The form contains the following fields:

Contact Name	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
Street 3	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Country	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Toll Free Phone	<input type="text"/>
Fax	<input type="text"/>

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.

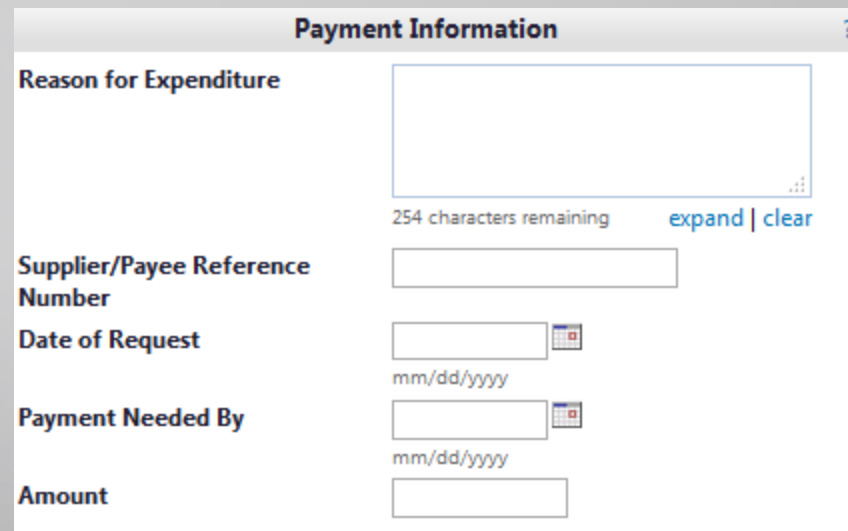


The screenshot shows a web interface for the 'Support Documentation' section. At the top, there is a header bar with the text 'Support Documentation' and a question mark icon. Below this, the section is titled 'Internal Attachments'. Underneath the title, there is a button labeled 'Add Attachments'.

Please Note: Not attaching documentation in this section will cause an error in the checkout process

The Check Request form contains five sections:

- Payment Information:
 - This sections requires you provide details of the payment such as
 - Reason for Expenditure
 - Supplier/Payee Reference Number
 - Date of Request
 - Payment Needed By
 - Amount

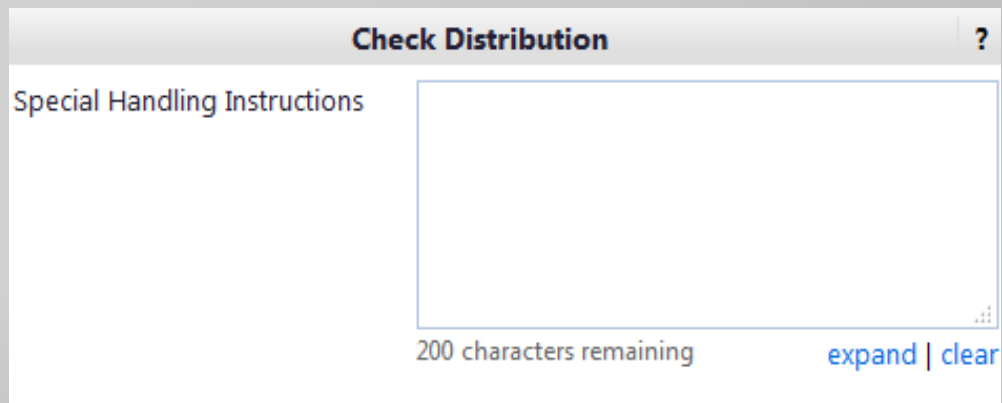


The screenshot shows a form titled "Payment Information" with a question mark icon in the top right corner. The form contains five sections, each with a label and an input field:

- Reason for Expenditure:** A large text area with a "254 characters remaining" indicator and "expand | clear" links.
- Supplier/Payee Reference Number:** A single-line text input field.
- Date of Request:** A date input field with a calendar icon and the format "mm/dd/yyyy".
- Payment Needed By:** A date input field with a calendar icon and the format "mm/dd/yyyy".
- Amount:** A single-line text input field.

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



The screenshot shows a form titled "Check Distribution" with a question mark icon in the top right corner. Below the title is a text input field labeled "Special Handling Instructions". The field is currently empty. At the bottom of the field, there is a character count "200 characters remaining" and two blue links: "expand" and "clear".

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.