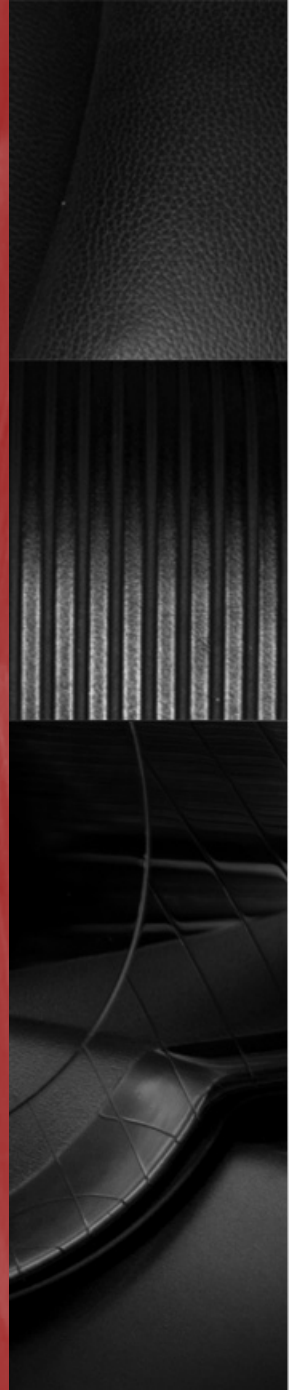# Check Request
Process and Procedure
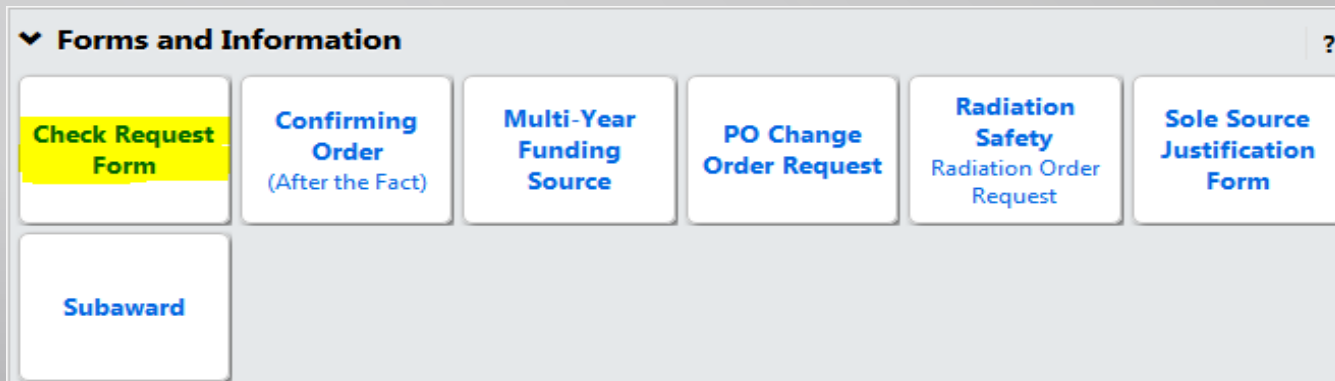
Procurement Services

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 <u>will not</u> 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 (Payee) Information:
  - In this section, you will select your payee

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

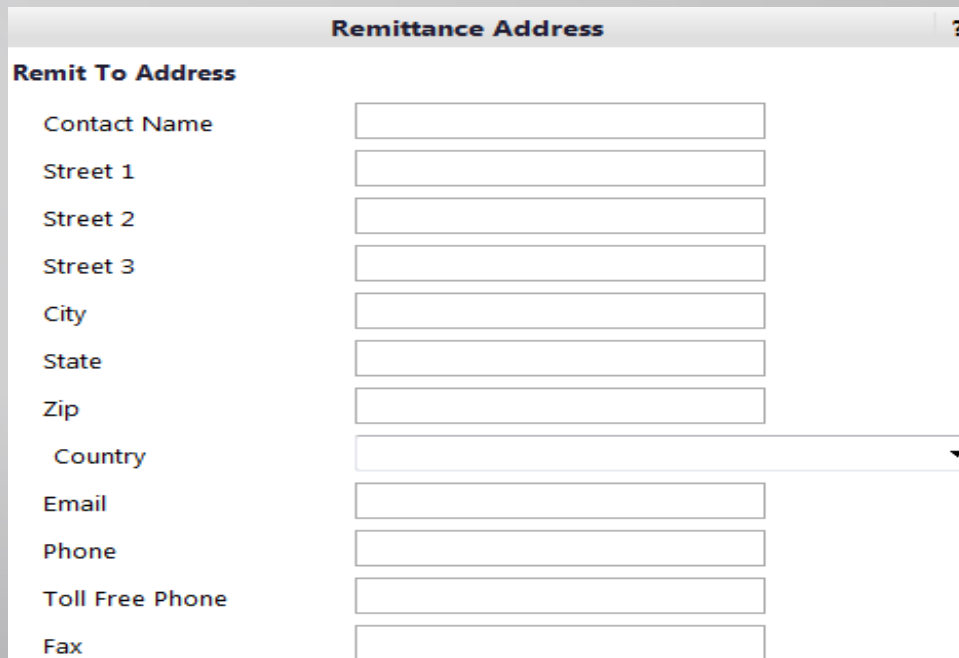# The Check Request form contains five sections:

- Supplier (Payee) Information:
  - You will also need to answer the following questions in regards to Payee

  - 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.
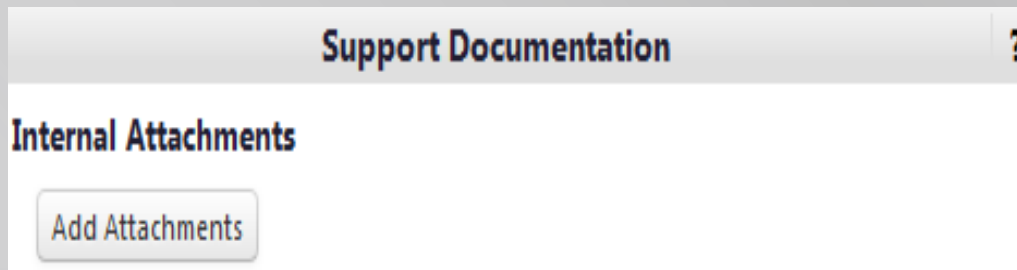
The Check Request form contains five sections:

- Support Documentation:

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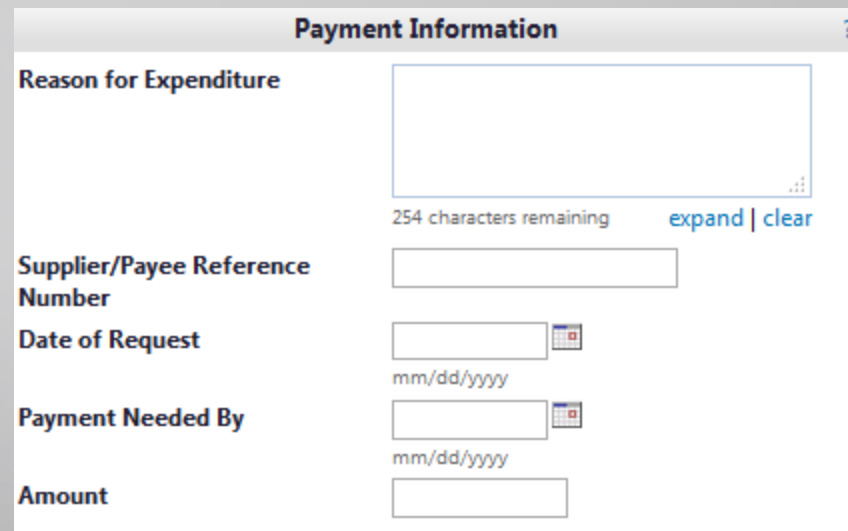

Please Note: Not attaching documentation in this section will cause an error in the checkout process

The Check Request form contains five sections:

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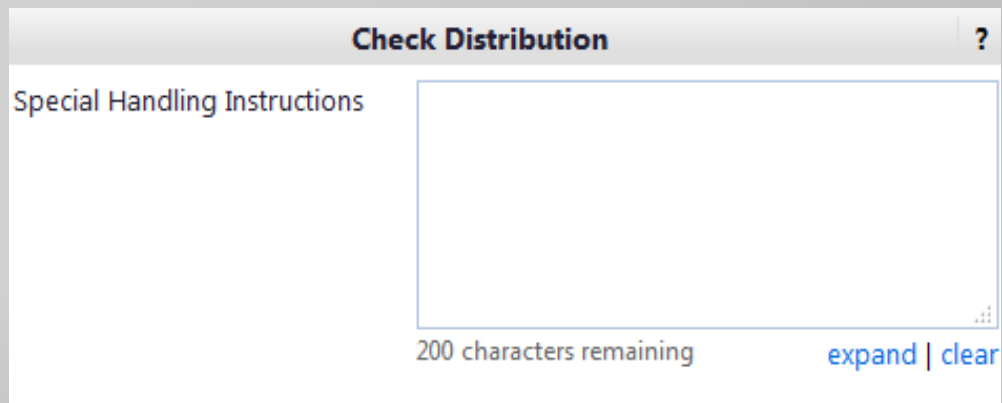   - Payment Needed By
    - Amount

The 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.