

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : CHECK REQUEST
Policy Number : 03-02-11
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Revision Date :

I PURPOSE

A Check Request form is used to obtain payment for goods and services outside of the standard accounts payable system.

A Check Request can only be used for those approved items, as listed on the form, which cannot be procured through a competitive process, such as membership dues.

A Check Request should never be used to replace proper procurement practices. See the Procurement Policy Guidelines. If you have any questions regarding the Procurement Policy, please contact the NFTA Procurement Department at Ext. 7356.

This form provides Accounting with the appropriate information and controls to process payments for certain approved goods and services.

II APPLICABILITY

This policy applies to all employees of NFTA/NFT Metro System, Inc.

III POLICY

A Check Request should be submitted in advance of the need for payment of goods or services. Any requests received requiring payment in three days or less will require the approval of the Executive Director along with a written explanation of why it is an emergency.

Once complete, the Check Request must be signed by the Requester and reviewed and approved by the General Manager or an Approved Signer. **NOTE: The form must be approved by someone who has sufficient signing authority for the dollar amount being requested.**

If the check is for or includes any services, a current W-9 must be on file or the check will not be issued until one is obtained. A W-9 is included below to assist with expediting processing. This is to ensure we are in compliance with IRS regulations.

If the item you are requesting payment for is not on the approved item list **AND** falls outside the normal procurement policies, the Check Request must also be approved by the Chief Financial Officer.

Once complete, the Check Request should be forwarded to the appropriate Accounting Department (NFTA or NFT Metro) for processing.

IV PROCEDURE

The Requester submits the Check Request form with appropriate supporting documentation. Any requests received which require three days or less turnaround will be considered an emergency and will also require the Executive Director's approval.

Follow these procedures to properly complete the Check Request form.

REQUESTER

1. Complete the Check Request form.
2. Forward the Check Request along with supporting documentation to the General Manager or Approved Signer as appropriate.

GENERAL MANAGER/APPROVED SIGNER

1. Review the Check Request for appropriateness of the request and completeness.
2. Sign the form.
3. Forward the form to the Chief Financial Officer, if it is for an item not listed as an approved item on the Check Request form.
4. Forward the form to the Executive Director, if the payment is needed in three days or less, along with a written explanation of why it is an emergency.
5. Forward the form to the Executive Director if amount requested is over \$5,000.
6. After all appropriate approvals have been obtained, forward to the Accounting Department (NFTA or NFT Metro) for processing.

CHIEF FINANCIAL OFFICER

1. Review the form and supporting documentation to determine the appropriateness of the request. If it is not appropriate, contact the Requester and provide an explanation of the required actions.
2. Sign/Approve the form.
3. Forward those requests needing additional approval to the Executive Director, otherwise forward the request to the Accounting Department (NFTA or NFT Metro) for processing

EXECUTIVE DIRECTOR

1. For checks requested with less than a three day turnaround, review the form and supporting documentation to determine why the Requester has deemed the request an emergency. Review the transaction for appropriateness and approve. If the request should not have been an emergency, contact the General Manager of the Requester to report the matter for re-instruction of the Requester.
2. If the request is above \$5,000, review the form and supporting documentation to determine the appropriateness of the request. If it is not appropriate, contact the Requester and provide an explanation of the required actions.
3. Once approved, forward to the Accounting Department (NFTA or NFT Metro) for processing.



w-9.pdf



Check Request Form 12_13.pdf

