**Check Requests**

* **Employees** may use the [Check Request Form](http://www.westga.edu/assetsBF/purchasing/checkrequestform3.pdf) for goods or services up to $2,499.99 that require immediate payment when a contract is not required and it is neither necessary to encumber funds in advance nor competitively select a vendor. Most payments that qualify for this procedure are listed below.
* Completed, signed Check Requests and required documentation should be sent to Accounts Payable.
* Check requests may be submitted for more than $2,499.99 as noted below in the Payment Purpose categories.
* Split payments by Check Request to avoid the $2,499.99 threshold are not allowed.
* Foreseeable purchases in a fiscal year that will exceed the threshold of $2,499.99 should be submitted through ePro in the form of a requisition.

|  |  |
| --- | --- |
| **Payment Purpose** | **Other Requirements Approvals & Forms** |
| Artists/Models – Students (less than $2,499.99) | [Consultant Authorization Form](http://www.westga.edu/assetsBF/purchasing/Updated_Authorization_for_Employment_of_Consultants.pdf) |
| Awards (less than $2,499.99) | Documentation per [Policy # BFCNEX-01](http://www.westga.edu/assetsDept/controller/bfcnex-01_Awards.pdf) |
| Consultants (less than $2,499.99) | [Consultant Authorization Form](http://www.westga.edu/assetsBF/purchasing/Updated_Authorization_for_Employment_of_Consultants.pdf) |
| Lodging - Direct Billed **(No Limit)** | [Approved Travel Authorization](http://www.westga.edu/travel/index_12214.php) |
| Registration (travel to conferences) **(No Limit)** | [Approved Travel Authorization](http://www.westga.edu/travel/index_12214.php) |
| Entertainers/DJ’s | Up to $2,499.99 ($2,500 & over requires P.O.) |
| Federal Express/UPS/Courier Service **(No Limit)** | Must use State Contract if Mandatory |
| UWG Food Services from Auxiliary Services Awarded Provider (less than $2,499.99) | [Food Purchase With Institutional Funds Form](http://www.westga.edu/assetsDept/controller/Food_Purchase_with_Institutional_Funds_form_rv4.pdf)  [Food Purchases Policy Link](http://www.westga.edu/assetsDept/controller/bfcnex-08_Food_Purchases.pdf) over $2,500 requires P.O. |
| HR/Payroll Payments to Vendors for Payroll Deductions (insurance, garnishments, etc.) **(No Limit)** | HR/Payroll Only |
| Medical or Related Lab Services | Up to $2,499.99 ($2,500 & over requires P.O.) |
| Memberships **(Chamber of Commerce Memberships are prohibited)** | Must be to a UWG address |
| Minor Equipment Repair or Maintenance by Authorized Agents | Up to $2,499.99 (used to pay for repairs when the repair cost is not known) |
| Minor Instrument Repair or Maintenance | Up to $2,499.99 (used to pay for repairs when the repair cost is not known) |
| Officials for Sanctioned Sporting Events | Up to $2,499.99 ($2,500 & over requires P.O.) |
| Postage **(No Limit)** | UWG Post Office Only |
| Speakers/Lecturers | Up to $2,499.99 ($2,500 & over requires P.O.) |
| Sponsorships | Pre-approval by Controller on a case by case basis |
| Stipends for non-employees only | Up to $2,499.99 ($2,500 & over requires P.O.) |
| Art Purchase/Student $2,500 & over requires P.O. | Up to $2,499.99. $2,500 & over requires VP/Dean Approval |
| Food/Beverage | [Food Purchase With Institutional Funds Form](http://www.westga.edu/assetsDept/controller/Food_Purchase_with_Institutional_Funds_form_rv4.pdf)  [Food Purchases Policy Link](http://www.westga.edu/assetsDept/controller/bfcnex-08_Food_Purchases.pdf) $2,500 & over requires P.O.) |
| Prizes ($2,500 & over requires P.O.) | Documentation per [Policy # BFCNEX-05](http://www.westga.edu/assetsDept/controller/bfcnex-05_Prizes.pdf) |
| Subscriptions **(Excluding Subscription Services)** | Subscriptions up to 1 yr. $2,500 & over requires P.O. |
| Wright Express **(No Limit)** | Fuel purchases in accordance with State Contract |
| Attorney & Legal Related Payments **(No Limit)** | Prescribed to Dept. of Law via O.C.G.A. §45-15-34 |
| Benefit payments directly to recipients **(No Limit)** | Per SAO Procure to Pay Policy revision 5/1/2014 |
| Intergovernmental agreements/pmts. **(No Limit)** | Per SAO Procure to Pay Policy revision 5/1/2014 |
| Real estate rental/lease payments **(No Limit)** | Per SAO Procure to Pay Policy revision 5/1/2014 |
| Sales and Use tax payments **(No Limit)** | Per SAO Procure to Pay Policy revision 5/1/2014 |
| Utilities (e.g., electric, telephone, etc.) **(No Limit)** | Per SAO Procure to Pay Policy revision 5/1/2014 |

**Contact the Purchasing Department for other Check Request payment considerations if not listed above.**