

MOUNT SINAI CHECK REQUESTS FINANCIAL POLICIES & PROCEDURES USER GUIDE SECTION 7

A) PURPOSE

The purpose of this section is to explain the check request policies and procedures. All check requests must be processed online via Sinai Central.

This policy applies to all employees of the Mount Sinai Medical Center (Hospital and School). It is the responsibility of the Department Heads/Administrators overseeing their respective budgets to ensure that all employees are apprised of this policy.

B) CHECK REQUESTS – that DO NOT require backup documentation

Study Participants – Require home address, SSN, GCO Number/Description and Date of Participation.

Insurance Overpayment Refunds

Stipends – Require home address and SSN

C) CHECK REQUESTS – that REQUIRE backup documentation

Honorarium

- a) Copy of the Program Announcement with the recipient's name and event date shown.
- b) Home address and SSN.
- c) Honoraria's should only be payable to the speaker rendering the service.

Dues, Subscriptions, and Registration Fees

- a) Use Employee Reimbursement for reimbursements to a Mount Sinai employee.
- b) A copy of the vendor's invoice.
- c) A purchase order is not required.

Reprints

- a) A copy of the vendor's invoice.
- c) A purchase order is not required.

Payment for Supplies or Services

✓ Consultants (One-time payments under \$500)

- a) An official invoice from the consultant or the Outside Consultant Services Form with the dates and hourly/ daily rates.
- b) Home address and SSN.
- c) Requires a Human Resource 2.2 Policy form.
- d) Payments over \$500 should be processed through a Purchase Order along with an Official Invoice/Outside Consultant Services Form.

✓ **Supplies/ Books**

- b) One-time payments under \$500 payable to a vendor, please submit vendor invoice. A Purchase Order is not required.
- c) Payments over \$500 payable to a vendor, submit the vendor invoice and a Purchase Order. **DO NOT Submit a check request.**

D) EMPLOYEE REIMBURSEMENT

- a) Use Employee Reimbursement for all reimbursements to a Mount Sinai employee on Weekly/Biweekly/Monthly Payroll with respect to the Travel Policy. **DO NOT Submit a check request.**

E) OTHER EXPENSES

Travel Expenses

Use Employee Reimbursement

- Employee reimbursement for Local/regional Travel expenses <75 mile radius

Use Check Request

- Travel expenses for Non-employees – Proof of payment must be provided. All original itemized receipts with payee name, copy of cancelled check (front and back) or copy of credit card statement with payee name required.

Use Travel Request/Voucher

- Employee reimbursement for Domestic/Foreign Travel (> 75 mile radius)

Tuition Reimbursement and Employee Compensation

- a) Tuition Reimbursement up to \$2400 per calendar year must be submitted to the Department of Training and Education Box 1270 attn: Alisa Morales.
- b) Any additional tuition reimbursement over \$2400, please refer to the Employee Reimbursement policy and submit on Employee Reimbursement via Sinai Central
- c) Employee compensation must be submitted to Payroll Services at Box 7500.

F) Payments that DO NOT Require a check request

- a) Utilities (Verizon) – Submit original approved invoice along with coding classification to Accounts Payable at Box 1662.
- b) Courier Services (Fed Ex) - Submit original approved invoice along with coding classification to Accounts Payable at Box 1662.
- c) Invoices submitted with a Purchase Order.

G) STARK NON-MONETARY COMPENSATION LAW

- This federal law provides strict guidance in the value of goods or services that Mount Sinai can provide to an outside physician or voluntary faculty (non-Mount Sinai employees). The 2013 annual limit allowable under this law is no greater than \$380.
- Any goods or services provided to these persons including gift items, education programs, entertainment such as dinners, theater or game tickets, events, activities and others procured or paid for using the AMEX Corporate Card or via Check Request must be reported to the Office of Corporate Compliance for proper monitoring, and to ensure we do not exceed annual limits.
http://intranet1.mountsinai.org/compliance/corporate_compliance.asp

H) ONLINE CHECK REQUEST PROCESS:

Please click the following link to view instructions on completing an online check request:

http://sinaiknowledge.mssm.edu/sinai_central/finance_applications/transactions/check-requests

Standard Turnaround Time: The standard turnaround time for processing a Check Request is 1- 1 ½ weeks. Payment will be made Net 1 day after processing. (*Please Note: There are only two check cycles for the week: Tuesday & Thursday. Finance also schedules a check run for the first of every month.)

I) UNALLOWABLE EXPENSES:

<http://www.mssm.edu/about-us/services-and-resources/finance/purchasing>

Pharmaceutical and medical device items must be purchased through the normal Medical Center procurement process through your respective purchasing department representative. Procurement of these items using a personal credit card is unallowable and will not be reimbursed. This policy is to be followed without exception.

Gift Cards.

Alcohol purchases must follow the guidelines below:

- Serving alcohol on campus, other than at a controlled venue coordinated by Mount Sinai Food Services, is prohibited. Alcohol cannot be charged to a grant/contract. Also, the Compliance Department's code of conduct regarding the consumption of alcohol on MSMC premises must be observed.

- Alcohol cannot be served on Mount Sinai premises. Furthermore, check request reimbursement for the purchase alcohol may not be used for a Mount Sinai function in one's home or to purchase alcohol that will be served by an outside vendor.
- In addition, any alcohol that is served at campus events must be purchased through Mount Sinai Food Services and served by Mount Sinai Food Services.
- Any alcohol purchased for bona fide Mount Sinai business meals must be reasonable, appropriately priced and in modest amounts. The following items must be purchased from a list of approved vendors (available from the Purchasing Department):
 - Car service.
 - Catering/food service (over \$1,000).
 - Gifts (limit - \$75 under IRS guidelines).

Celebratory events and gifts including gift cards to honor an individual for personal reasons other than sympathy (e.g., wedding, baby shower, housewarming, retirement, etc.) will **not** be reimbursed. Purchase of tobacco is prohibited. These charges will not be reimbursed.

PLEASE NOTE: Mount Sinai is a Tax Exempt organization. Please contact your administrator for further details.