A) PURPOSE

- The purpose of this section is to explain the School of Medicine's check request policies and procedures. All check requests must be processed online via Sinai Central. The following procedures are also provided on Help screens that accompany the online request.

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) A copy of the invoice.
  b) Reimbursements require the original receipt with the payee name on it or a copy of the cancelled check (front and back) or a copy of the credit card statement with the payee name present.
  c) A purchase order is not required.

- Reprints
  a) A copy of the invoice.
  b) A purchase order is not required.

- Payment for Supplies or Services
  - Consultants (One-time payments under $500)
    a) An 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 Outside Consultant Services Form.
  - Supplies/Books
    a) Reimbursements require original receipt with payee name, copy of cancelled check (front and back) or copy of credit card statement with payee name.
    b) One-time payments under $500 do not require a Purchase Order.
    c) Payments over $500 require a Purchase Order.
d) Payments over $500 payable to a vendor require the invoice from the vendor and a Purchase Order. **DO NOT Submit a check request.**

- **Other Expenses**
  a) Local Travel over $200 (Use petty cash for amounts less than $200) – All original receipts required.
  b) Travel expenses for non-employees – All original receipts required.

- **Tuition Reimbursement and Employee Compensation**
  a) Tuition reimbursement must be submitted to the Department of Organizational Development and Learning at Box 1185.
  b) Employee compensation must be submitted to Payroll at Box 4500.

- **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.

**D) 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](http://sinaiknowledge.mssm.edu/sinai_central/finance_applications/transactions/check-requests)

**E) UNALLOWABLE EXPENSES:**

- 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.