



**Five Colleges, Inc.**  
**Check Request Form**

To: Business Office Date: \_\_\_\_\_

From: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Institution: \_\_\_\_\_

Please prepare a check in the amount of \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Payee address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose and/or invoice:

Charge to: Project # and description \_\_\_\_\_

For internal use:

Account code # \_\_\_\_\_ Department \_\_\_\_\_

Signature: \_\_\_\_\_

For Business Office use:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Check Request Guidelines**

### **Payable to:**

*Campus department:* List the campus contact/address to whom the check should be directed.

*Example:* University of Massachusetts, Attn: Dept. Coordinator, Classics Dept., 524 Herter Hall

*Individual:* If payment is being made to an individual, a W-9 must be submitted or already on file. Submit by postal or campus mail or by fax to 413-542-4028. Do not submit W-9s by email.

*Payments to non-U.S. citizens, payments over \$1500, payments to undergraduate or graduate students:* Special rules apply. Contact the Five College Business Office before agreeing to or incurring the expense.

### **Purpose and/or invoice:**

Describe the reason for and nature of the expense incurred.

*Example:* Food for certificate program steering committee meeting at Hampshire College on 2/8/18

### **Charge to:**

List name/description of budget source and project # (if known). Account code # and department will be added by Five College staff.

*Examples:* Middle Eastern Studies Faculty Seminar, Lecture Fund, NAIS Certificate Program

### **Supporting documents:**

Along with the completed Check Request Form, submit appropriate supporting documentation.

<b>Expense</b>	<b>Supporting Documentation Required</b>
Meeting refreshments	<ul style="list-style-type: none"><li>• Original itemized receipt</li><li>• Highlight/denote alcohol costs separately</li><li>• W-9 for individual being reimbursed</li></ul>
Dinner	<ul style="list-style-type: none"><li>• Original itemized receipt</li><li>• Highlight/denote alcohol costs separately</li><li>• List of attendees and affiliations</li><li>• W-9 for individual being reimbursed</li><li>• <b>NOTE:</b> For faculty seminars, only speaker's dinner expenses will be reimbursed.</li></ul>
Honoraria	<ul style="list-style-type: none"><li>• Copy of poster/flyer/email announcing event</li><li>• Email/letter showing commitment of funds from authorized individual or office</li><li>• W-9 for individual being paid</li></ul>
Travel expenses	<ul style="list-style-type: none"><li>• Receipt for bus/train/airline ticket costs <u>OR</u> copy of Google/MapQuest map showing exact mileage to/from destination (mileage is reimbursed at IRS rates)</li><li>• W-9 for individual being reimbursed</li></ul>
Co-sponsorships	<ul style="list-style-type: none"><li>• Copy of poster/flyer/email announcing event</li><li>• Email/letter showing commitment of funds from authorized individual or office</li></ul>
Printing/design costs, reading materials, etc.	<ul style="list-style-type: none"><li>• Original itemized receipt</li><li>• W-9 for individual being reimbursed</li></ul>

### **General:**

Many funding sources (e.g., grants, faculty seminar program) have separate funding guidelines and restrictions. If you are not sure whether an expense is eligible or what documentation is required, inquire with the program liaison or the Five College Business Office before agreeing to or incurring the expense.

**Send completed Check Request Form and documentation to:**

Five Colleges, Inc., Business Office, 97 Spring Street, Amherst, MA 01002  
via campus or postal mail