

How Do You Issue a Check?

Check Request Forms (CRF) - Check Request Forms are used to pay a vendor for services or merchandise, or an individual for purchases made on behalf of the organization. Forms are electronically accessible on the SOFC web site, <http://sofc.tamu.edu>. Paper forms are also available in the SOFC lobby

- Corresponding original itemized receipts/invoices are required for check processing. When the original receipt/invoice is not available, a copy will be accepted along with a written, signed, explanation stating the reason that the original is not attached. Receipts should clearly present proof of payment when reimbursing an individual. Supplemental documentation showing proof of payment is also accepted (i.e. cancelled check, credit card statement, bank statement listing payee and amount).
- Tape receipts/invoices that are smaller than an 8.5" x 11" to letter size paper. Taping on reverse side of CRF and supporting documents is permitted. Do not staple. This process is necessary because the SOFC images all forms and supporting documents.
- No alcoholic beverages may be purchased using organizational funds. This is a University Policy.
- All requests require at least two signatures.
 1. An approved **Student Leader** on the organization's signature card.

When the payee and the Student Leader are the same, an alternate Student Leader on the signature card may sign. When a Student Leader is not available, an authorized staff member of Student Activities (125 Koldus) may substitute

2. The **primary or secondary Advisor** listed on the organization's signature card.

When the payee and the primary Advisor are the same, either the secondary advisor or an authorized staff member of Student Activities (125 Koldus) may substitute. Likewise, when the payee and secondary Advisor are the same, either the primary advisor or authorized staff member of Student Activities may substitute

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- **When the Request is \$2,500.00 or more, a third signature is needed. This signature must be acquired from an authorized staff member of Student Activities (125 Koldus). Submit the Check Request to the SOFC and the additional signature will be acquired for you. Allow an extra day for processing.**
- Check Requests submitted to the SOFC (provided that there is no additional information needed) prior to 3:30 p.m. are processed and a check is available after 10:30 a.m. the following business day.
- Purchasing Gifts/Gift Certificates requires additional information:
 - The name, permanent address, and social security number of the recipient. Additionally, System Policy requires record of all gifts given to TAMU employees by TAMU organizations. Include whether the recipient is a TAMU employee.

Procedures for Check Request Forms

The account number, sub account number, and date, in addition to the shaded areas of the form, are required fields.

Shaded fields include:

- Student Organization Name
- The Federal ID or Social Security

- Paying A Business - A vendor has either a Federal ID# or a Doing Business As # (DBA#). Sole Proprietors have Social Security Numbers; Partnerships and Corporations have Federal ID Numbers. For the University's most commonly used vendors, this information is listed in a "Vendor Book", located in the SOFC lobby. If the University has not processed a payment to a vendor since September, 2002, a substitute W-9 is required. This form is found at <http://finance/fms/ap/forms/Substitutew9.pdf>. Attach the completed W-9 to the CRF to facilitate processing. The Vendor must fill out the form completely. If the W-9 is not complete at the time the CRF is submitted, payment could be delayed. W-9 forms may be mailed or faxed to:

Texas A&M University
 Student Organization Finance Center
 P.O. Box 5688
 College Station, TX 77844-9081

Fax number 979/862-8166.

This form is required for IRS compliance and payment will not process until this requirement is satisfied. Instructions for completing form W-9 are found at <http://www.irs.gov/pub/irs-pdf/iw9.pdf>.

- Reimbursing an Individual – For reimbursements, the social security number of the payee is not required. When reimbursement includes payment of rents, services, gifts, awards, or prizes, a substitute W-9 is required from the entity that provided the rent/service or the person that received the gift, award, or prize. This form is found at <http://finance/fms/ap/forms/Substitutew9.pdf>. Attach the completed W-9 to the CRF to facilitate processing. The Vendor/Individual must fill out the W-9 completely. If it is not complete at the time the CRF is submitted, payment could be delayed. W-9 forms may be mailed or faxed to:

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- Paying an Individual for a Service, Rent, or Award - When an individual provides a service for an organization, receives rent, or an award, a substitute W-9 is needed. This form is found at <http://finance/fms/ap/forms/Substitutew9.pdf>. Attach the completed W-9 to the CRF to facilitate processing. The Individual must fill out the W-9 completely. If it is not complete at the time the CRF is submitted, payment could be delayed. W-9 forms may be mailed or faxed to:

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- Paying a TAMU Employee for Services or Awards - All TAMU employee (including student assistants) payments for services, rents, or awards are processed through University payroll. The SOFC completes the required University paperwork for the employee's department to sign. Organizations are also liable to pay benefits of approximately 15%. This amount varies according to the employee's selected benefits. These expenses should be included in the organization's budget.
- Delivery Options

- Please Mail Check for Us – SOFC mails the check to the payee, at no additional cost to the organization.
 - Pick Up check at SOFC – Check is available to be picked up after 10:30 a.m. the business day following submission, if received in SOFC before 3:30 p.m. Picture ID is required. If the check has not been picked up in three business days, it will be mailed to the payee. This why the payee's complete address must be included in the Pay To section of the CRF.
 - Direct Deposit (non-employee) - Payment is electronically deposited into payee's bank account. Applications for Direct Deposit are available in the SOFC lobby.
- Description of Goods or Services – Code expenditures with the appropriate object code. Object codes [payment for services, awards, prizes, gift certificates, scholarships (object code 5453) or Rent (object code 5880)] are used for reporting income on IRS form 1099-Misc.
 - Purpose and Benefit to Organization must document the purpose of the purchase and how it benefits the organization. This field is NOT to determine whether to make the payment or not. It is strictly to identify payments for income so that 1099 information can be reported correctly for your organization. Short, incomplete sentences are permitted. Example: Food for July meeting. Office supplies for record keeping. Decorations for banquet. If additional space is needed, attachments are accepted. This information is needed to ensure that proper tax reporting is completed for the organization.
 - Indicate whether the individual receiving the benefit from this purchase is a U.S. citizen or legal permanent resident. Non U.S. citizens or Non Resident Aliens require additional IRS forms to be completed. This is needed to determine the reporting requirements to certain visa holders and fulfills IRS requirements. This is to protect your organization from being taxed due to paying a foreign national without proper paperwork. Please contact Kelly Pampell, 845-1114, should you need additional information.
 - Signatures – Requirements as stated above.
 - Bring in (by 3:30 for next business day check), or mail to the SOFC for processing.