

Online Check Request Instructions For the UGA Foundation

1. Proceed to login screen for online check request for the UGA Foundation . Login using your UGA MyID and password.
2. Complete the main information for the check request as follows:

Fields marked with an "" are required.*

Request Type:	Select for Scholarship, Disbursement Request or C & G Restricted Account Budget requests
* Vendor ID:	Use IFAS Vendor ID, or use the "search for vendor" function below to look it up
Search for vendor	Use to search IFAS vendor list
Vendor Name	Enter name or part of a name to search for vendor then select the correct vendor from the resulting list.
* Vendor Name:	Name of entity or person who is payee
Vendor Street Address:	Address of entity or person who is payee or the campus address of payee is a UGA employee
Vendor City:	City of entity or person who is payee
Vendor State:	State of entity or person who is payee
Vendor Zip Code:	Zip of entity or person who is payee
* Business Purpose of Check Request:	State business purpose of expenses/invoice to satisfy policies and procedures, trust purpose and IRS reporting requirements; note this is limited to 500 characters
* Requested By:	Enter name here of UGA employee being reimbursed and/or responsible for the vendor payment; note: UGA employees must sign requests to reimburse themselves
Approved By:	Enter name here for department approval if required by fund agreement and/or guidelines of VP or Dean
* Approved By Vice President/Dean:	Enter name of Vice President, Dean or other UGA employee authorized by fund agreement and at a level above the requestor; signature delegates may sign if delegation approved by and on file with the UGA Foundation
Check Delivery Details	Enter name, bldg, dept # and room # for delivery of check (campus addresses only), or select for Off Campus Delivery NOTE: Arch does not mail checks directly to vendors
Off campus delivery	Enter address, city, and state for delivery of checks off-campus
Contact Details:	Enter name, email address and phone number of contact person for inquiries

Once complete, click *Proceed to Account/Invoice Details*. You can come back by clicking *Edit Form Details*.

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3. Complete the line items for the check request as follows:

Fields marked with an * are required.	
*IFAS Account Number:	Enter the IFAS Account Number you are requesting the expense to be charged to in Arch
* IFAS Account Name:	Enter the IFAS Account name you are requesting the expense to be charged to in Arch
* Invoice Description:	Invoice # or other reference for payee to identify payment; this information appears on check stub. (limit 32 characters)
* Invoice Number/Other Reference:	Invoice # or other reference for payee to identify payment; this information appears on check stub (limit 16 characters)
* Object Code:	Select code from list that BEST describes nature of item
Other:	Enter 5-digit object code if not available on pull-down list; note: object codes can be obtained from the IFAS Object Listing
* Amount:	Total amount of item(s); this amount must agree to attached original invoices or other supporting documents provided
External Affairs Use Only	
Project Account Number:	Enter the IFAS Budgeted Account Number
Project Code:	Enter the assigned Project Code for the budgeted line item expense
Office of Special Events Only:	
Event Name:	Enter the assigned Event Name

After completing all fields, click on *Save and Add another Line Item* or *Save and Proceed to Review*. Add, edit or delete line items as needed saving each one until check request is complete. A line item is required for each account number and object code combination.

NOTE: One printed check or wire transfer is processed per each check request.

Review screen for accuracy and completeness of information entered. You may edit the main information (click *Edit Check Details*) or line items if needed. See notes at bottom regarding forms that will be required with the check request. See policies and procedures manual for further details.

4. When ready to print, click *Proceed to Review*. If the details of the form look acceptable, click *Proceed to Print*. Note that all data entered will not be retained after clicking *Proceed to Print*. A new window will launch with your check request in PDF format (using Adobe Reader) with a check request number assigned by the system.
5. Print the check request using Adobe Reader. Attach all required forms and support including original invoices. Receipts and other support must be taped to a full page. Obtain required requester and approver signatures. Submit to Office of Financial Services - Expenditure Control Dept at Milledge Center, Suite 100 via campus mail.
6. You may begin a new check request by clicking *Create New Check Request* or *Logout*.

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NOTES TO INSTRUCTIONS:

- Website for UGA Foundation : <http://www.ugafoundation.org>
Follow link on webpage under Administrative Forms to Online Check Request.
- You can TAB between fields.
- Selecting a Scholarship or C&G Restricted Account Budget request will automatically populate Vendor ID, Vendor Name and Delivery Details for those types of requests.
- Vendor ID's are assigned by the External Affairs Expenditure Control department. UGA Employees are assigned a 6 digit number preceded with an 'E'. Vendors and other individuals are assigned a 6 digit number preceded with a 'V'. The social security number or tax identification number is maintained separately in the system for tax reporting purposes.
- The Vendor ID can be found by searching using the tool described above. Or, look for the vendor/individual/employee's name in the IFAS Vendor Listing Report which must be run in IFAS. Verify the address of the vendor before selecting as some vendors have multiple addresses in the system. If an address is not correct, please email External Affairs Expenditure Control using the addresses below. Support for corrected address may be required.
- New vendors will be setup by External Affairs Expenditure Control once the information is submitted by the department. Information on a new vendor can be submitted using this form and should be indicated by checking the box by "New Vendor?" Please note that there may be a slight delay in making a payment to a new vendor if submitted with a check request. Please try to submit new vendor information ahead of time to avoid delays.
 - For UGA employees to be setup as new vendors, no IRS W-9 form is required. Please send a memo indicating the employee's full name, campus address, phone, email and last 4 digits of social security number.
 - For vendors and other individuals, an IRS W-9 form will have to be completed and submitted with the check request or ahead of time under separate cover. Most vendors will be familiar with this form and will provide one upon request. The form must be signed by the vendor. Failure to submit a fully completed, signed W-9 could delay payment. The IRS W-9 form is on-line at the following website:
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - NOTE: International persons (including students) **must** be paid through UGA. In order to pay an international person directly by the Foundation (services or reimbursable expenses), UGA's International Tax Coordinator must provide written documentation of the exception. The check request should include a copy of the passport and visa.
- Please provide the BUSINESS purpose of the check request. Check requests with insufficient explanation (i.e. 'please pay attached') of business purpose cannot be paid and will be returned to the department for adjustment. Remember that the business purpose of the expenditure must meet the requirements of the governing fund agreement as well as UGA Foundation policies and IRS regulations.
- Delivery and Contact Details will automatically populate with the information used on the last check request associated with the UGA MyID used at login. This will need to be reviewed for each request and changed if the check should go elsewhere. The check will be delivered via campus mail to the name and address indicated in this section.

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- Invoice Number entered should be sufficient for check recipient to properly apply payment. If more detail is needed, use the invoice description field. Otherwise, use the invoice description for information that will help identify the transaction on a status report.

- Although funds spent by the UGA Foundation support activities and programs at UGA, the UGA Foundation is NOT exempt from state sales and use tax. Only payments made directly by UGA qualify for exemption. For more information on sales and use tax, please visit the GA Department of Revenue website: <http://www.etax.dor.ga.gov/CorpTax.shtml>

- Any required form (i.e. travel expense statement, travel authority, university-related entertainment, honoraria, purchase order, etc.) must accompany the check request to avoid delay in processing.

- All support and backup must be able to be fed through a scanner to avoid delays in processing. Please be sure to tape (not staple) receipts and smaller receipts to plain paper.

For questions on these instructions or policies regarding check requests, please contact:

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