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What is a Request for Check

The Request for Check is a method of payment to minimize the amount of paperwork and administrative costs, while accelerating the payment process. Employees make small, immediate purchases to secure the necessary items to complete their routine tasks.

With a Request for Check, vendors are paid quicker than standard payments issued through a purchase order and invoice method.

When to Use a Request for Check

Request for Check process through Accounts Payable may be used for acquiring goods and services up to $1,000 in value that are ***not*** on a City Contract or Cooperative Contract. This payment method is eligible for any purchase up to $1000 per Vendor, per receipt (invoice) in lieu of a procurement card.

- A Procurement card is the preferred method of payment for small dollar transactions *not* on a City Contract or Cooperative Contract.

- The Check Request method of payment should not be used to circumvent the procurement process. If there is a routine continuing need for any purchase over the $3,000.00 threshold to the same Vendor, the Purchasing Department must be contacted to provide oversight.

Note: Component, separate, or sequential purchasing to avoid competition is not allowed.

Payment Exceptions

There are several exceptions to the $1,000 limit as outlined in the following table.

Unless otherwise noted, exceptions listed are NOT limited by dollar amount as these expenses are exempt from competitive procurement law.

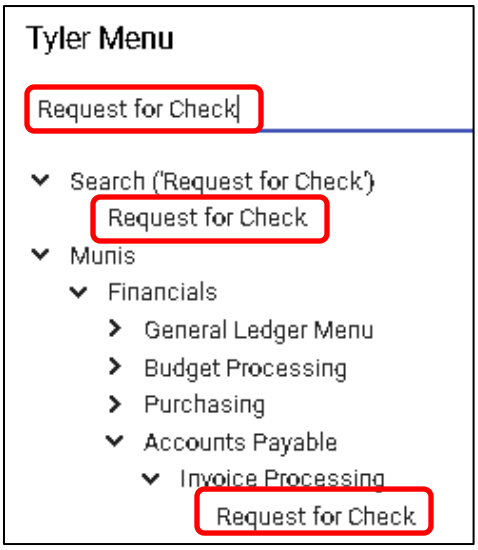
However, when payment to one Vendor exceeds $50,000 in the same fiscal year, Council approval is required.

Payment Exceptions Table	
Description	Notes
Advertising	Paid directly to the publisher
Artists, musicians, sports referees or similar	Personal contracts
Books, brochures and educational materials	Paid directly to the publisher
Event fees	
Fees associated with bond sales, legal fees or any fees required by law	
Legal settlements	
Magazine, newspaper and periodical subscriptions	Not software subscriptions
Membership dues	
Payments processed through pre-encumbered contracts	Construction or similar projects
Permits	
Postage and postage meter	
Professional licenses, certification and exam fees	
Property tax, real estate and real estate appraisals	
Refunds, rebates and program incentives	
Seminar and training fees	
Sponsorships	
Utility bills and telephone bills (not cellular)	

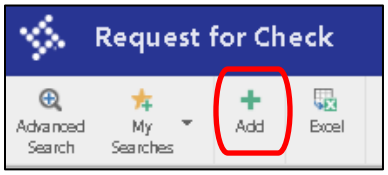
Request for Check Process

To enter a Request for Check using the module in Munis, follow these steps or use the Search Option.

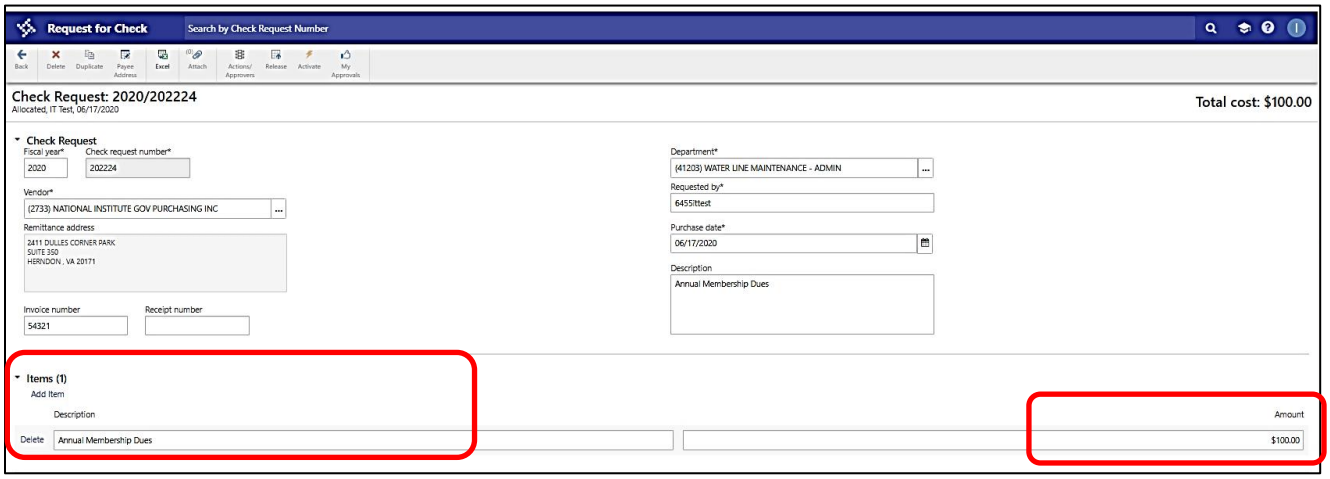
- Tyler Menu
- Financials
- Accounts Payable
- Invoice Processing
- Request for Check



Click ***Add*** to start a new Request for Check.

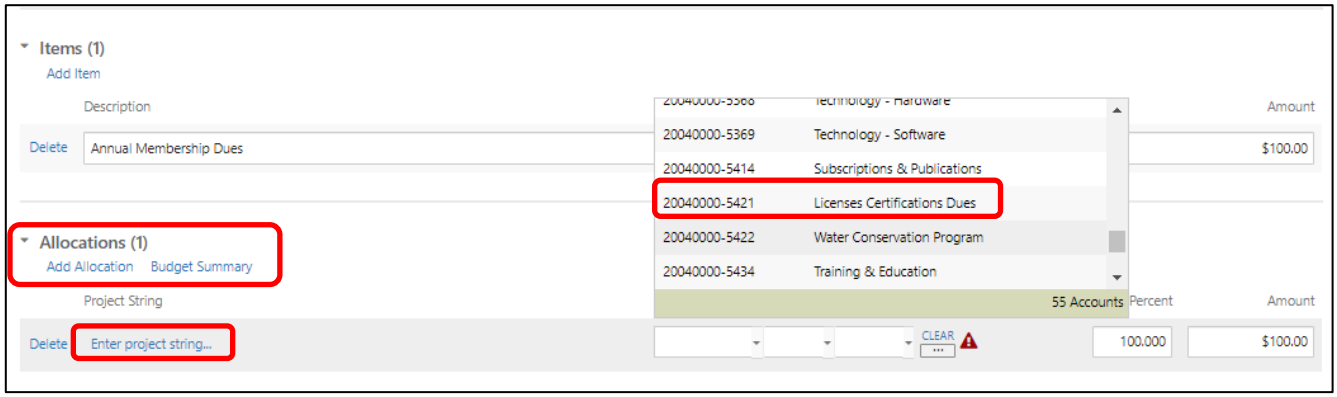


1. ***Check Request Number*** is issued – mark this number on your invoice
2. Search for ***Vendor*** by typing the Vendor name or number and use the Tab key through the remaining fields
3. ***Department*** will default from your Munis User sign in
4. ***Purchase Date*** is the Invoice date or the date request is entered – *Do not to use a future date*
5. ***Invoice Number*** is a required field. Enter the invoice number, if no invoice number, enter the date of purchase
6. Enter a ***Description*** summary of what was purchased – this prints on the Check memo

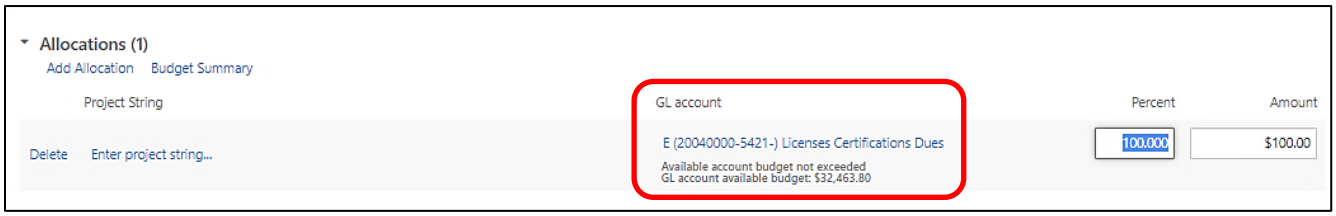


7. Tab to ***Items*** and enter the description of the purchase from the invoice. Tab to ***Amount*** and add the total dollar amount. If there are multiple lines click ***Add Item*** to enter additional lines.

8. Click ***Add Allocation*** and Tab to GL Account
9. If a project string is needed, enter or look up here
10. If NOT, Tab to the ***GL Account*** field and enter or look up the ORG and Object codes for this purchase

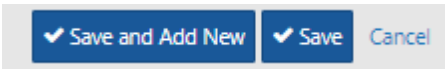


11. Budget Check will occur on the allocation.

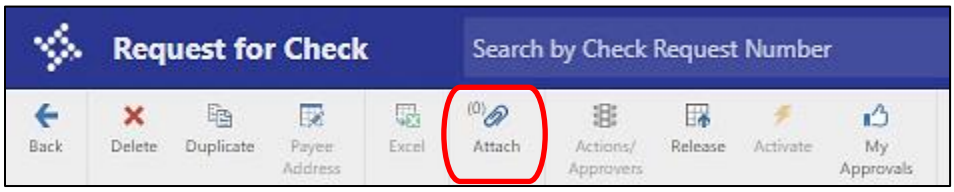


12. If this will be charged to multiple accounts change the percentage or amount and use the Tab key to add a second allocation line to enter the ORG and Object Code for the remaining amount.
13. If NOT, Leave at 100 Percent.

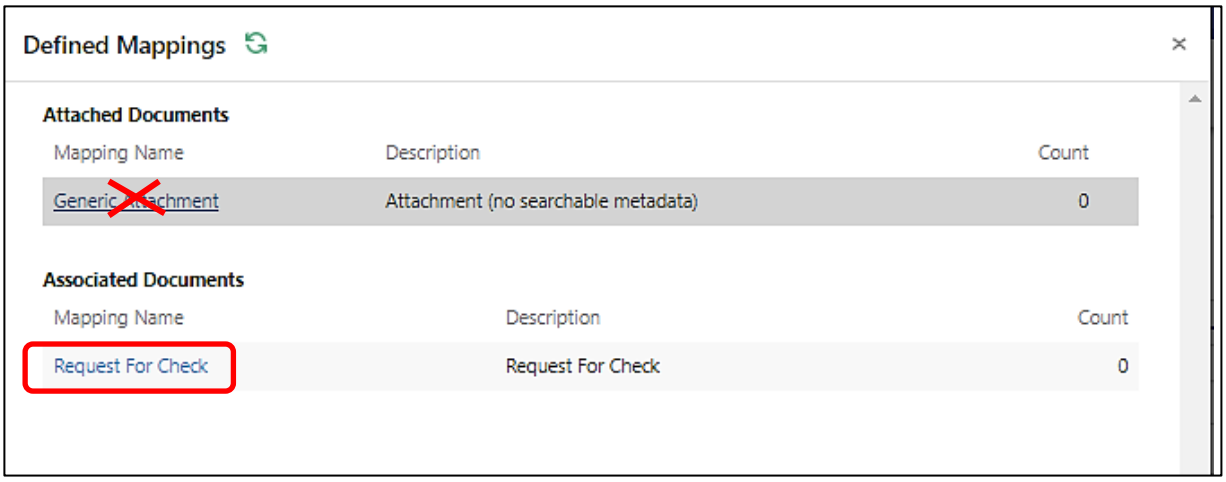
14. Click ***Save*** or ***Save and Add New*** to enter another Request for Check.



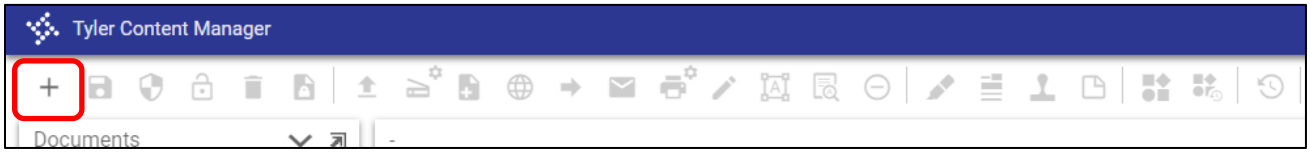
15. Click on the ***Paper Clip*** and attach the invoice in Tyler Content Manager (TCM)



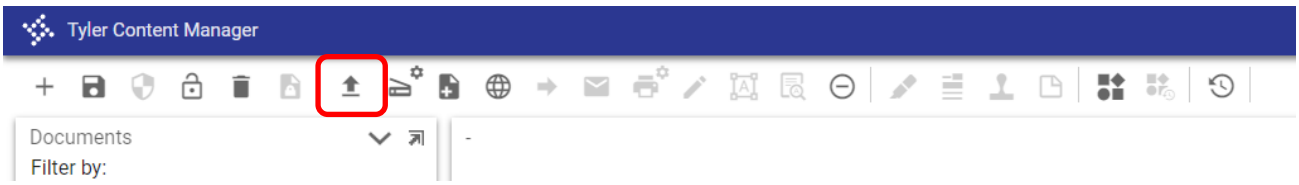
16. Defined Mappings box opens. Click on Request for Check. Do not use Generic Attachments.



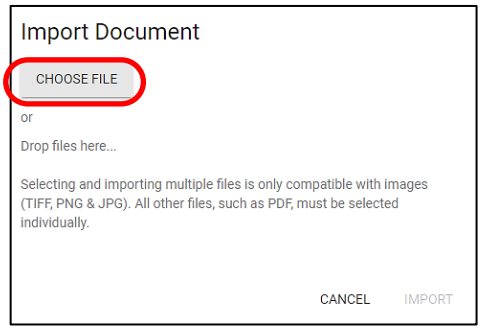
17. Click New



18. Click Import

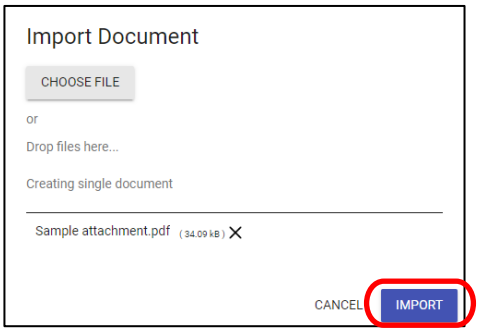


19. Click Choose File

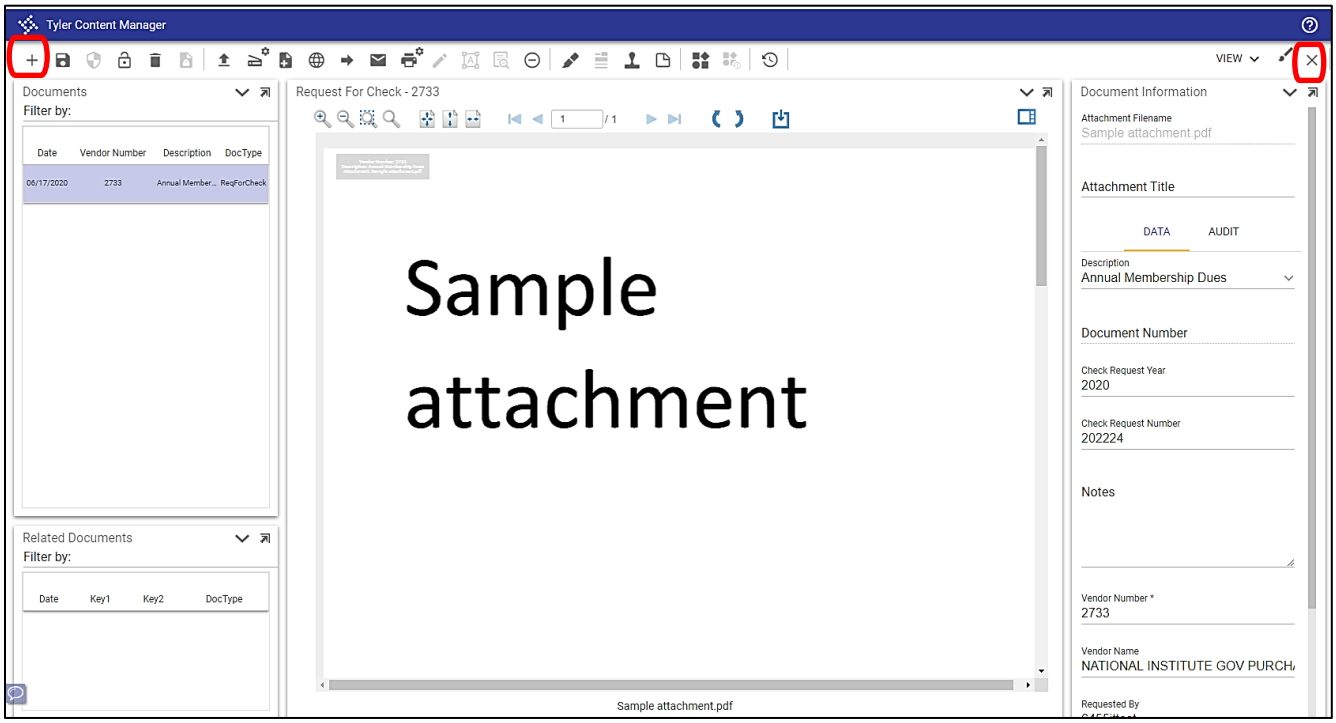


Select your file

Click Import

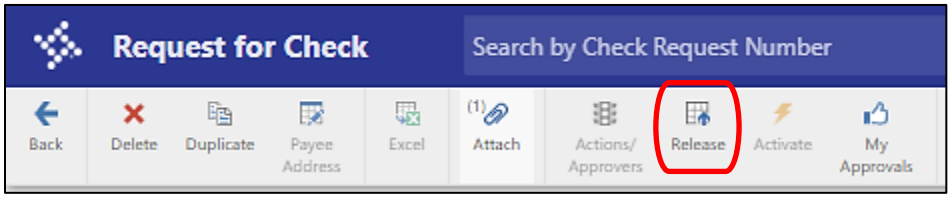


20. Verify that the Invoice is legible. Click **Save**. Click the **X** to return to the Request page.



21. Close Defined Mappings screen, if still open

22. Click ***Release*** – The request is now sent into Workflow for approval.



23. Send an Email to *_AP Team* with the Invoice attached. Include the following:
    a. Enter the "Vendor name – RFC #181234" in the Subject line
    b. Add any special notes for processing to the AP Team in the body of the email (Ex: Hold check for pick up, send a copy of the registration with Payment…)

Note: The TCM feature for Request for Check may not always function properly, that is why sending this information to the _APTeam is required.

Approving Request for Check

Approvers will receive the following email notification when a Request for Check has been Released for Approval.

From: noreply@munis.com [mailto:noreply@munis.com]
Sent: Thursday, February 8, 2018 1:37 PM
To: Sherri Crone <scrone@roundrocktexas.gov>
Subject: Pending request for check approval

User Margie Howard has entered the request for check 180936 (fiscal year 2018) for department

FINANCE PURCHASING with a general description of Invoice #12345 for Yearly Membership.

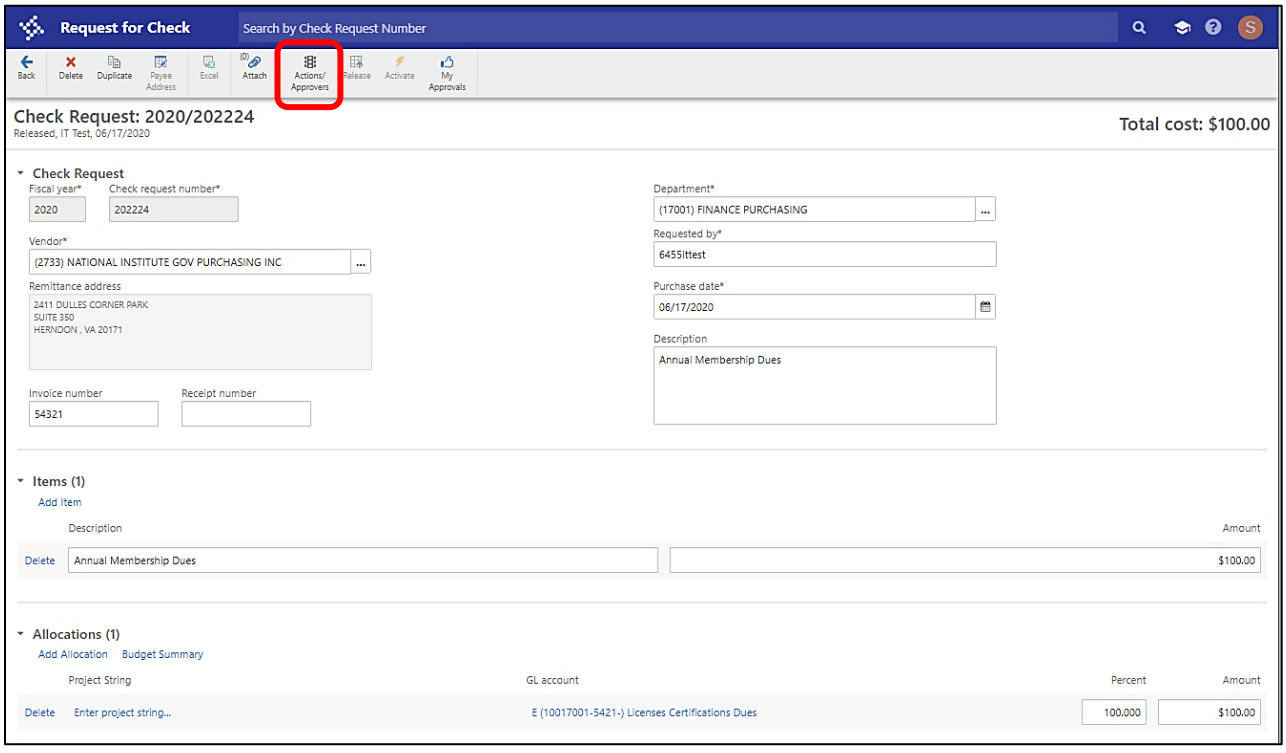
This request can be accessed for approval in the Request for Check program in MUNIS.

To update this item within Munis use these links:
Approve
Approve with comment
Reject
Forward
Hold
Additional Information

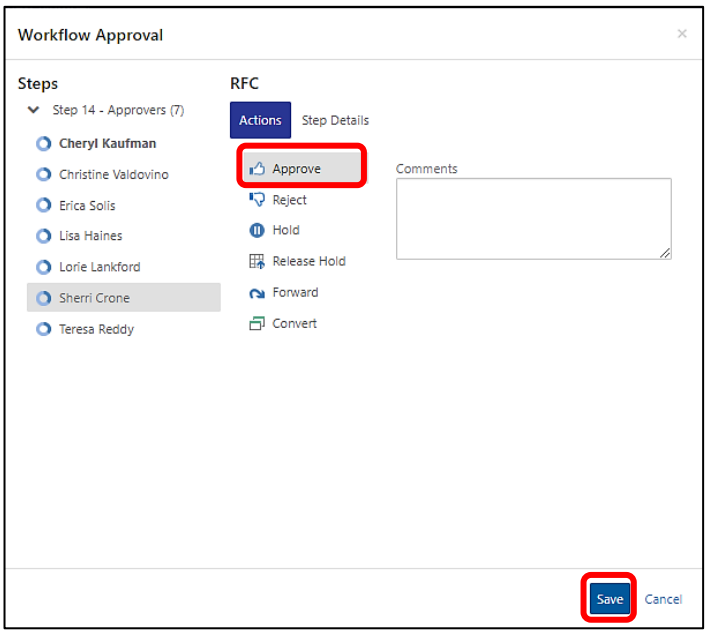
This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

Note: The Preferred method to review and approve a Request for Check is to log in to Munis and open the request from your Dashboard.

1. On the Request for Check screen, review the information of the purchase, Org and Object Codes, Total Amount and attachment(s). Click Action/Approvers



2. If all is correct, click **Approve** in the action section. Click Save



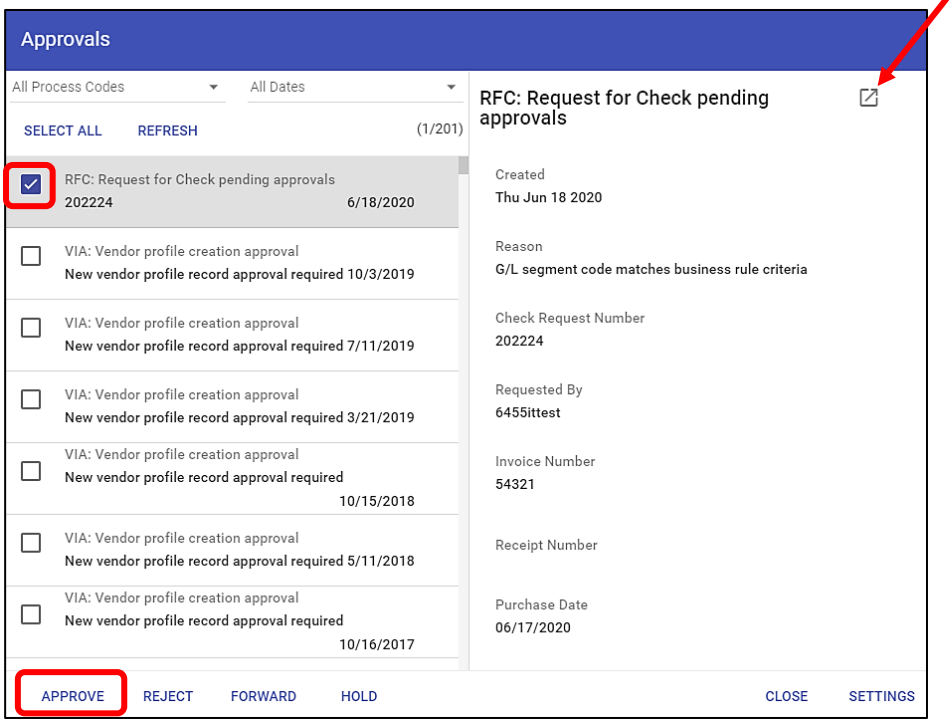
Reject – requires you to enter a comment to the Requestor why it is rejected.

Hold – we do not use this option.

Forward – Send to someone that is not currently in the Approval of this Request.

Approving from the HUB

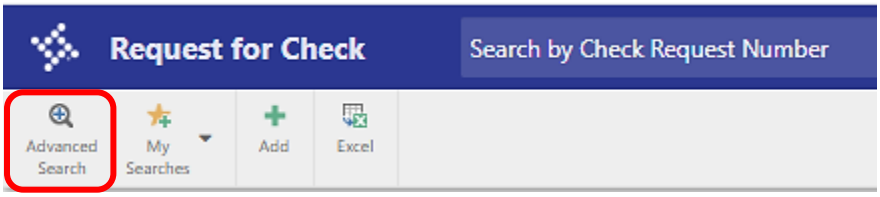
1. Open the ***Approvals*** Tab on the **HUB**
2. Check the ***box*** next to the Request for Check to review
3. Review the details to the right
   Note – To see full details of the Request for Check and attachment(s) click on the pop-out
4. Click ***Approve*** – the request is now ready for accounts payable to process



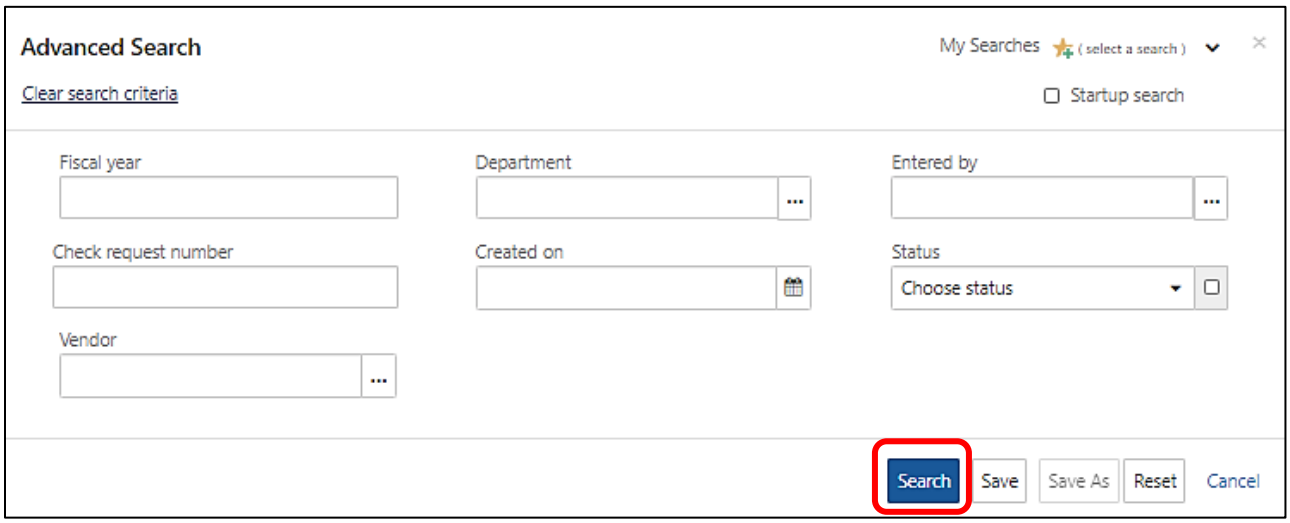
Searching for Request for Check

To see the details on a Check Request before approving or after, follow these steps

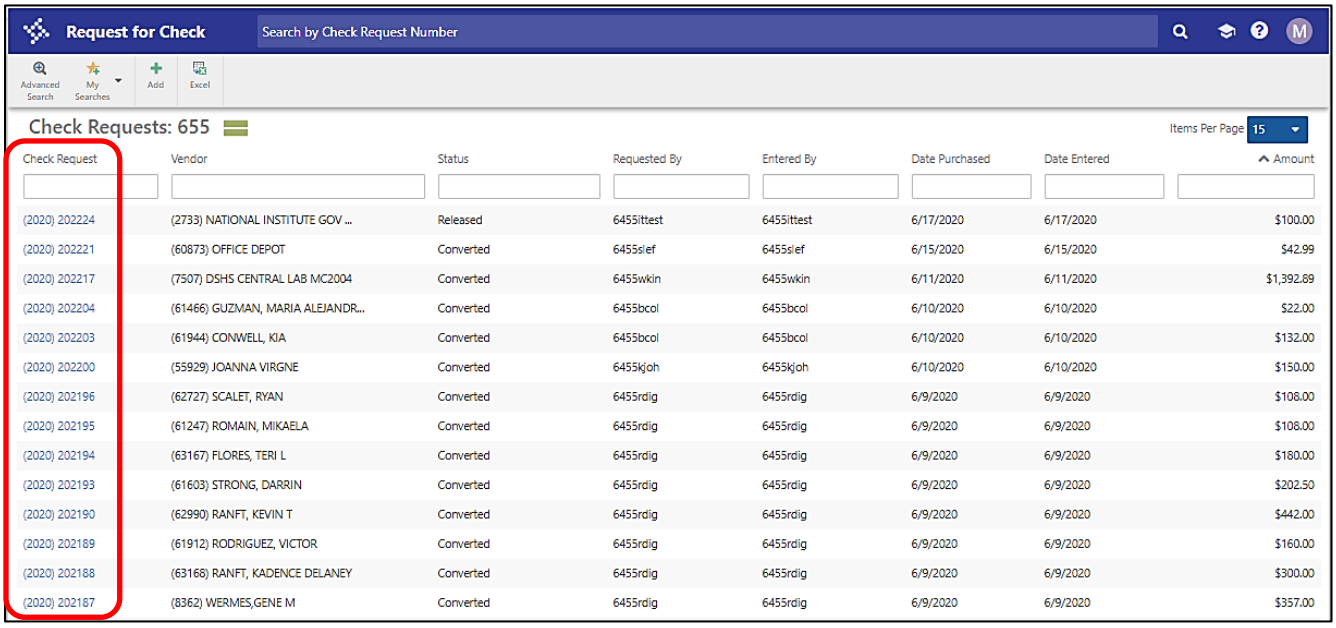
1. Click ***Advanced*** to open search fields



2. Enter field information to filter your search and Click ***Search*** button



3. Click on the ***Check Request Number*** to view the details



Check Request	Vendor	Status	Requested By	Entered By	Date Purchased	Date Entered	Amount
(2020) 202224	(2733) NATIONAL INSTITUTE GOV ...	Released	6455ittest	6455ittest	6/17/2020	6/17/2020	$100.00
(2020) 202221	(60873) OFFICE DEPOT	Converted	6455slef	6455slef	6/15/2020	6/15/2020	$42.99
(2020) 202217	(7507) DSHS CENTRAL LAB MC2004	Converted	6455wkin	6455wkin	6/11/2020	6/11/2020	$1,392.89
(2020) 202204	(61466) GUZMAN, MARIA ALEJANDR...	Converted	6455bcol	6455bcol	6/10/2020	6/10/2020	$22.00
(2020) 202203	(61944) CONWELL, KIA	Converted	6455bcol	6455bcol	6/10/2020	6/10/2020	$132.00
(2020) 202200	(55929) JOANNA VIRGNE	Converted	6455kjoh	6455kjoh	6/10/2020	6/10/2020	$150.00
(2020) 202196	(62727) SCALET, RYAN	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$108.00
(2020) 202195	(61247) ROMAIN, MIKAELA	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$108.00
(2020) 202194	(63167) FLORES, TERI L	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$180.00
(2020) 202193	(61603) STRONG, DARRIN	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$202.50
(2020) 202190	(62990) RANFT, KEVIN T	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$442.00
(2020) 202189	(61912) RODRIGUEZ, VICTOR	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$160.00
(2020) 202188	(63168) RANFT, KADENCE DELANEY	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$300.00
(2020) 202187	(8362) WERMES,GENE M	Converted	6455rdig	6455rdig	6/9/2020	6/9/2020	$357.00

Status Meanings

- ***Allocated*** – The requestor is still working on the request. The requestor needs to release the Check Request for it to move into Workflow for approval
- ***Released*** – The request is in the Workflow process waiting for all approvers
- ***Converted*** – The request has been fully approved and accounts payable will pay according to directions
- ***Reject*** – A change is required or should be entered as a Requisition

Things to Remember

- A/P payment deadlines are the same as any other invoice
  - Due to A/P by noon on Tuesday, unless otherwise specified
  - Check runs on Thursday, ready on Friday
- Must have an accurate invoice with a Request for Check – No Statements or Quotes
- Goods must be received, prior to processing a Request for Check
- Make sure you do not duplicate a payment, (i.e. pay with the Procurement Card or enter a requisition in Munis, then process a Request for Check)
- *If you have multiple invoices to the same vendor, you must enter separate Request for Checks in Munis
- *Multiple Check Requests to the same vendors may not go over the $3,000.00 purchasing limit unless they are on the Payment Exceptions List (Page 3)
- In September, after the deadline for processing Requisitions, Request for Check can be used but the goods *must be delivered and invoiced by September 30th*