



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.

Expense	Supporting Documentation Required
Meeting refreshments	<ul style="list-style-type: none"> • Original itemized receipt • Highlight/denote alcohol costs separately • W-9 for individual being reimbursed
Dinner	<ul style="list-style-type: none"> • Original itemized receipt • Highlight/denote alcohol costs separately • List of attendees and affiliations • W-9 for individual being reimbursed • NOTE: For faculty seminars, only speaker's dinner expenses will be reimbursed.
Honoraria	<ul style="list-style-type: none"> • Copy of poster/flyer/email announcing event • Email/letter showing commitment of funds from authorized individual or office • W-9 for individual being paid
Travel expenses	<ul style="list-style-type: none"> • 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) • W-9 for individual being reimbursed
Co-sponsorships	<ul style="list-style-type: none"> • Copy of poster/flyer/email announcing event • Email/letter showing commitment of funds from authorized individual or office
Printing/design costs, reading materials, etc.	<ul style="list-style-type: none"> • Original itemized receipt • W-9 for individual being reimbursed

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