

PROCESSING A CHECK REQUISITION TO REIMBURSE NEW FACULTY FOR RELOCATION COSTS

If the Dean/Dept Chair has negotiated reimbursing a **newly hired faculty member** for relocation costs (this is usually indicated on the form *Recommendation for New Faculty Appointment* under *Other Conditions or Institutional Commitments for Appointment* (e.g., moving expenses, equipment, special training, etc.), the guidelines are as follows:

SUU will reimburse **up to** \$3,000 in moving costs; request **MUST** be accompanied by all receipts.

- First \$1,000 is charged to either the Department or the College (the Dean or Dept Chair can tell you which account to charge).
- Remaining monies **up to** \$2,000 may be charged to the FREL account in the Provost's Office.

A Check Requisition needs to be completed by the respective department of the new faculty member. Please do not send receipts alone to the Provost's Office. Attached is a sample of a completed Check Requisition. Note that we need the following info:

- New Faculty Name
- Address: If this is left blank the check will be held at the Cashier's Office in the Administration Bldg. for pick-up. If you write their mailing address, it will be sent to that address.
- SSN or T # - we need one of these.
- Explanation: Reimbursement for relocation costs of new faculty member. (You are welcome to add additional info for your records – for example: for move from Boston, MA.)
- Amount: This can be **up to** \$3,000. Provide breakdown: For monies (\$1,000) charged to your Dept or College account, please provide the INDEX code or Fund/Orgn/Prog. For Provost Office portion (up to \$2,000) you just need to list FREL.
- Dept Name
- Authorized by: Need signature of individual completing the form.
- Dean or Dept Head: Need a signature
- Send this completed form to the Provost's Office (along with the receipts). We will review and sign and then forward to accounts payable. Once it is received there, on average, it takes 3 business days to process.

If you have any questions on this process, please feel free to call me (7704) so I can be of assistance.

Thanks! Baiba

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CHECK REQUISITION

To: ACCOUNTS PAYABLE

Date: 7/17/07



INSTRUCTIONS:

- 1 This form is **NOT** to be used in lieu of a purchase order requisition, travel advance or for items that could be interpreted as wages.
- 2 Any payment made to a business or individual for services must include the taxpayer identification or social security number in the space provided.
- 3 The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an "X" in the hold box.
- 4 If you have any communication or attachments to accompany the check, attach them to this form.

PAYEE

Name New Faculty Name

Address Mailing address(or)
blank (check held at Cashier's Office)

HOLD

City & State _____

Zip Code _____

Tax ID or SSN _____

Banner T# _____

↓ please provide one or the other ↓

EXPLANATION:

Reimbursement for relocation costs of new faculty member.

\$1,000 = CIET (need INDEX or Fnd/Orgn/Prog)
\$2,000 = FREL

Amount \$ 3,000

(for example) CIET

Index _____ Acct _____ Actv _____

Department _____ Fund _____ Orgn _____ Acct _____ Prog _____

Authorized by Signature of secretary initiating form

Dean or Department Head need a signature

Vice President _____

Purchasing Agent _____