

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 3.2  
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Effective Date: July 1, 2011

Supersedes: Procedure 3.2 dated July 1, 2008

Applies To: System Office and Colleges

Procedure Responsibility: KCTCS Office of Accounts Payable

## Check Requests

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### Section 3.2.1 - General

A Check Request (Form BA1) is used when requesting payments for authorized goods or services that were not ordered through the normal purchase requisition process or purchased on a KCTCS procurement card (ProCard).

### Section 3.2.2 – Form Requirements

- A. Completed Check Request Forms (BA1) are to be forwarded to KCTCS Accounts Payable not less than 10 calendar days prior to the date the check is required.
- B. The PeopleSoft vendor number must be included on the check request. A list of established vendors is available in the PeopleSoft financials and on the KCTCS Business Services web site at [PeopleSoft Vendor Files](#). If the vendor needs to be established, a completed vendor add form (BA13) must be submitted with the check request.
- C. The signature to authorize the payment of a check request must meet the requirements of KCTCS Business Procedures 1.10 Financial Transaction Approval Authority or be delegated using the process described in KCTCS Business Procedure 1.9 Financial Delegation of Authority. [Business Procedure 1.9](#), [Business Procedure 1.10](#)
- D. The invoice must be attached to the check request.

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- E. The check request must have a control number. Example: Business Unit, 68100 and the log number for the specific business unit, i.e. 12345 for the total control number of 6810012345.
- F. Each Check Request must include a written explanation and a bona fide business purpose in the description section of the Check Request.

### **Section 3.2.3 – Allowable Goods and Services – No Dollar Limit**

The following goods and services may be submitted on a check request with no maximum dollar limit.

- ✓ Student Financial Aid (Prior approval of the KCTCS System Director of Financial Aid required.)
- ✓ Student Refunds (requires prior approval of the KCTCS Director of Treasury Operations)
- ✓ Cataloged Library Materials
- ✓ Utilities (Utilities are recommended, where possible, to be paid via bank draft or procurement card. This includes landline telephone, pagers, and cell phone bills.)
- ✓ Accreditation Fees
- ✓ Advertising
- ✓ Fuel Credit Card
- ✓ Reimbursement of Imprest Cash (requires documentation described in KCTCS Business Procedure 3.6)
- ✓ Honorariums (See Business Procedure 3.15 Honorariums)
- ✓ Payments to Research Subjects (See Business Procedure 3.6)
- ✓ Catering Services \*\* (Including working meals and meeting meals)
- ✓ Meeting Rooms and Refreshments\*\*
- ✓ Postage\*
- ✓ Dues\*
- ✓ Membership Fees\*
- ✓ Subscriptions\*
- ✓ Registration Fees\* (Must be charged to account 50111 or 50121 or 50122 or 50131)
- ✓ Student Accommodations\* (Pre-payment requires KCTCS Director of Business Services prior approval)

#### **Notes:**

KCTCS prefers to pay for the commodities (goods and services) labeled with a single asterisk "\*" with a KCTCS procurement card. If a check request is submitted for any of these commodities, the requester must indicate on the check request that the vendor will not accept a KCTCS procurement card.

For commodities labeled with a double "\*\*\*" a Level III procurement card may be used for these services if permitted by KCTCS Business Procedure 4.2. - Procurement Card. [Business Procedure 4.2](#)

When submitting a check requests for meeting rooms, meals, and refreshments, a Form BA50 *Working Meals, Refreshments, and Accommodations Report* must be attached to the BA1 check request.

For payments of service or maintenance a KCTCS requisition is the primarily method of payment. Exception may be allowed using a procurement card if prior approval is granted by KCTCS Purchasing. For instructions on commodities not listed above please see Business Procedure 4.3, Requisitions. [Business Procedure 4.3](#)

#### **Section 3.2.4 – Request for Commodity Exception**

A request for an exception for allowable commodities (goods and services) should be made in writing (e-mail is acceptable) to the KCTCS Director of Purchasing.

**END OF PROCEDURE**