

Check Request Form

UCI Employee	Non-UCI Employee
Payee Name:	Payee Name:
E-mail:	KFS Vendor ID # (if applicable):

Funding				Description of Payment
KFS Account #:	Amount (\$)	Project Code (optional)	ORG Ref ID (optional)	

Expense Type	Instructions/Policy	Amount
O – Agency Agreements & Contracts	<ul style="list-style-type: none"> Used for all payments to payees that have a negotiated service contract and/or agreement. Invoices click here 	
B – Emergency Purchases NO FOOD/TRAVEL	<ul style="list-style-type: none"> Include justification why this purchase could not be made any other way and the urgent need for the purchase MUST be included in the Explanation filed. Original receipt Download Payee Certification Statement form click here 	
P – Fees, Licenses, Employee Tuition	<ul style="list-style-type: none"> Filing fee for visa applications, work permits, and other U.S. Citizenship and Immigration Service forms Fingerprinting Fees, Course Fees, Submission Fees, Processing (Article) Fees, etc. click here 	
U – Gifts & Non-Cash Awards	<ul style="list-style-type: none"> Include an itemized receipt with proof of payment and recipient name list with full names 	
E – Honoraria <small>California non-residents receiving an honoraria that exceeds \$1,500 will be subject to a 7% state withholding.</small>	<ul style="list-style-type: none"> Payment to an individual in recognition of a special service or distinguished achievement when custom or propriety forbids any fixed business price to be set. Payments must include the following items: click here Download Honoraria Letter Approve for 7% gross up? Yes No 	
I – Memberships, Subscriptions, Dues	<ul style="list-style-type: none"> Copy of application or invoice from the merchant with proof of payment click here 	
L – Non-Travel Registration	<ul style="list-style-type: none"> Copy of registration form (if available) Original receipt 	
C – Payment to Research Participant/Human Subject	<ul style="list-style-type: none"> Copy of the IRB showing the expiration date Signed Voluntary Participant Statement/Consent Form Acknowledgement of Research Compensation Download Form Example Payment to Anonymous Persons Form (used for purchase of gift cards or cash advance) 	
Q – Program Sponsorship	<ul style="list-style-type: none"> A clearly stated benefit to the University which needs to be detailed in the description section Support, Sponsor, or contribute to a specific function- such as a conference or educational/ research related study. A letter, email or invoice from the organization requesting UC’s support and a description of what UC will be supporting. Transmittal letter on University letterhead to the vendor must include: click here 	
D – School of Education payments ONLY Non-Human subject payment	<ul style="list-style-type: none"> Mentor Teacher compensation and participant payments (non-Research study) Acknowledgement of Participation Compensation Any applicable supporting documents (application form, flyers, etc.) View example of form Download template here 	
Z – Other (No supplies/materials)	<ul style="list-style-type: none"> Detailed explanation required in the Description of payment Please make sure no other payment reason fits this description before choosing this category. Download Payee Certification Statement form 	
Business Meals/Entertainment	<ul style="list-style-type: none"> All entertainment reimbursements require a clear description in the Explanation section stating why the expense was necessary to complete university business Supporting documents such as an agenda, conference pamphlet, etc Itemized receipt or an invoice with proof of payment Numbered attendee list Alcohol or exceptions are not permitted on extramural & state funds (see Business Office for alcohol exceptions) click here 	
Total Amount:	Reimburse Payee:	Pay UCI Corporate VISA:

Certification by Payee: I certify that the above is a true statement, that the expenses claimed were incurred by me for official university business, and pursuant to purchasing policy. I understand that, where permitted in the policy, this should have been paid by Pal Card or a purchase order.

Payee’s signature:

Date:

Supervisor’s signature:

Date: