



Notice of Important Changes to the Limited Purchase Check Program 9/4/09

On October 1, 2009, the University's Limited Purchase Check (LPC) will be restricted to payments to human subjects.

Why is this change necessary?

Like many areas of the University, Accounts Payable has had staff reductions in the wake of the 2009-2010 budget cuts. The LPC program has also suffered from several fraud attempts; and implementing mitigating controls to strengthen the program is not feasible with fewer available resources. These factors led to the decision to limit the program.

Can LPCs be used for anything?

LPCs will be restricted to payments to human subjects in accordance with guidelines established for such payments (<http://fbs.admin.utah.edu/download/AP/pths.pdf>). These guidelines have not changed as a result of the changes to the LPC program.

Can I get an exception to use the LPC for one of the previously allowable uses?

No, exceptions require special handling and additional resources. We are no longer able to accommodate such requests.

What if I need to pay for something, or be reimbursed quickly?

The preferred procurement method for small dollar purchases is the purchasing card. You may consider applying for a University Pcard if you do not already have one. Please contact Purchasing for more information about the [Pcard](#). Alternatively, petty cash may be used for certain, small-dollar purchases and reimbursements. See [University Policy 3-011](#) for more information on petty cash. Payment (Check) Requests are always an option, but will typically take 10 business days to process, unless you request special handling through Accounts Payable. But kindly keep in mind that there is a fee for processing special checks.

My department does not pay human subjects. What do I do with the remaining unused check stock?

The LPC custodian must personally¹ return the unused check stock and check register to Accounts Payable during normal business hours sometime before October 15th. The returned check stock will be audited against recorded transactions and distribution lists. The custodial department will be required to account for any missing documents.

¹ Since the custodian remains responsible for the check stock until Accounts Payable audits and takes custody of the check stock, the custodian is strongly advised to personally bring the stock to Accounts Payable. Sending the stock with a student employee, coworker, or through campus mail is strongly discouraged.