

LIMITED PURCHASE CHECK (LPC)

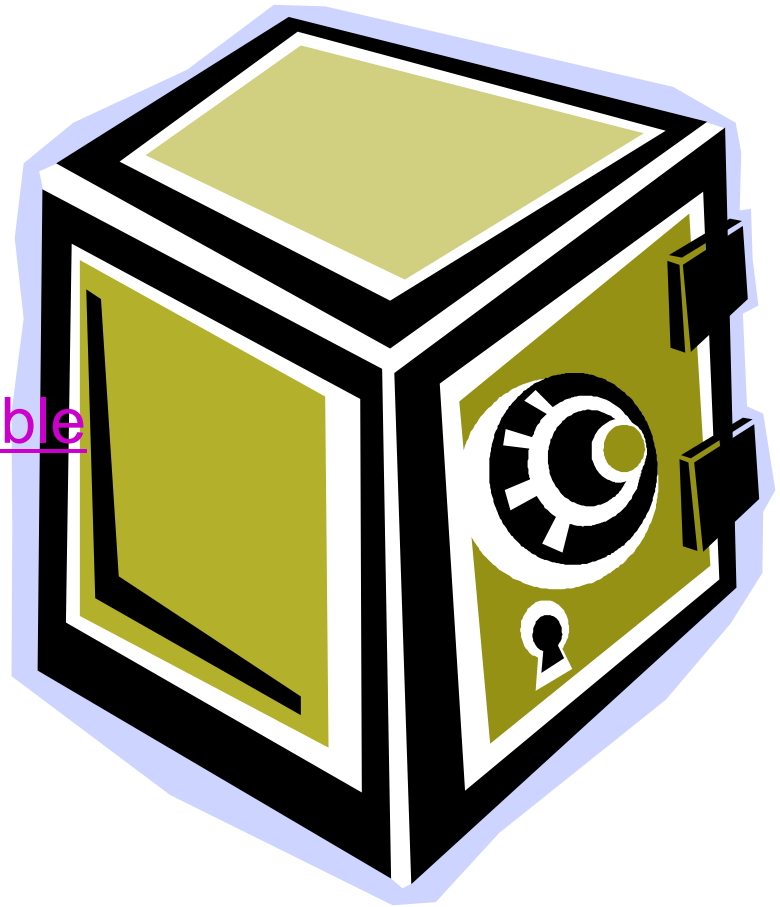


ACCOUNT'S PAYABLE
145 PARK



Contents

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- Documentation
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Introduction

- What is the purpose of the custodian?
 - YOU, the custodian, are responsible for securing the checks and the following policies.
 - User's guide is easily accessible.
 - www.ap.admin.utah.edu/userguid.htm
 - Accountable for the blank check stock that you receive from AP.
 - AP must be notified when custodians are leaving or changing responsibilities.
 - Withdrawing custodians must return remaining check stock & check register to AP.
 - You need to keep yourself updated on new changes.
 - Security & accountability
 - Highly negotiable (easily cashed)
 - Secure checks out of sight.
 - Do not sign until they are to be used.
 - Contact Accounts Payable to report lost checks.



Purpose

- Can be used for small dollar purchases amounting to less than \$1,000.
- Vendors are paid immediately, allowing the issuing department greater access to over-the-counter discounts.
- Departments have more control over petty purchases.
- Having access to the Limited Purchase Check program is a privilege that requires attention to detail and University policies, procedures, and guidelines.


[Acquiring the check stock]

- The check **custodian** and **signatory** must attend and pass-off an initial orientation presented by Account's Payable.
- Complete and sign the Limited Purchase Check Agreement.
 - The custodian and signatory must each sign the agreement.
- The agreement and University ID are required to pickup the blank check stock from Accounts Payable in room 145 in the Park Building.
- Subsequent requests for check stock will require an original signed agreement, a check register for the checks that have been issued, and a University ID.
 - Yes!!! You must prepare and sign a new agreement every time you want a new batch of checks.
- A/P distributes checks before 11:00 a.m. or after 2:00 p.m.



[Acquiring the check stock . . .]

- Details of the agreement:
 - All fields must be complete.
 - ① Authorized signatory and custodian must both sign the agreement (1).
 - ② Cannot use project or grant as the default chartfield (2).
 - A runner may pickup the checks, but they must have a valid University ID.
 - ③ Write number of checks that you will need (3). (Six months supply at the most.)


 THE UNIVERSITY OF UTAH
 ACCOUNTS PAYABLE
 REQUEST FOR LIMITED PURCHASE CHECKS

DATE	DEPARTMENT NAME	
DEPARTMENT PHONE NUMBER	CAMPUS ADDRESS	DELIVERY CODE

Agreement

I accept custody of these Limited Purchase Checks with the understanding that I am personally accountable for the checks. I further assert that I have read the User's Guide and understand that I will immediately forfeit my privileges in this program if I or any of my assigns prepare a check for an amount that is greater than the face value of the check.

CHECK CUSTODIAN'S EMPLOYEE ID	CHECK CUSTODIAN'S PRINTED NAME AND SIGNATURE
CUSTODIAN'S PHONE #	CUSTODIAN'S EMAIL ADDRESS

University policy and procedures provide guidelines for utilizing Small, Minority, & Women-owned businesses. It also has guidelines for small dollar purchases. My department accepts responsibility for following these policies and for the improper use, theft, or loss of the Limited Purchase Checks that are released to us. In the event that we do not allocate the amount on the check copy, or do not have adequate funding in an activity or project within the allocation, or otherwise do not forward a copy of the check and supporting documentation in a timely manner, you are authorized to charge my Default Chartfield for the full amount of the check and related processing fees. I further understand that violations of the Limited Purchase Check policy will result in the loss of their use, and that improper use of the Limited Purchase Check may result in disciplinary action up to and including termination of employment and full restitution to the University for all related sustained losses.

SIGNATORY'S EMPLOYEE ID	PRINTED NAME AND SIGNATURE OF THE AUTHORIZED SIGNATORY ON THE DEFAULT CHARTFIELD
	SIGNATORY'S EMAIL ADDRESS

Number of checks requested: _____
 Beginning/ending check numbers: _____
 This order was filled by: _____
 The checks were delivered to: _____ (Signature)
 The checks were delivered on: _____ (Date)

How to use the checks

■ Custodian

- Can give the check (all parts) to another employee within the department.
- Must make an entry on [check register](#).
 - Date, check #, payee, who received check, and purpose.

DATE	CHECK#	PAYEE	WHO RECEIVED CHECK	PURPOSE	CHARTFIELD	NOTES
12/01/04	123456	JOHN DOE	MS. JANE	REIMBURS	0001-2000-12356	CAMPUS MAIL
12/16/04	123457	OFFICE MAX	BILLY BOB	OFFICE SUPPLIES	0001-2000-12345	PICKED UP

- Recipient is expected to return the **original** receipt (s) and check copies to the custodian.

How to use the checks.....

- Complete the check...
 - ① Date.
 - ② Written and numeric amounts.
 - ③ Payee.
 - Double verification is needed for new vendors.
 - The vendor's name and address must appear on two forms. For example: an invoice and brochure, an invoice and IRS Form W-9. (see appendix)
 - ④ Signature.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

THE UNIVERSITY OF UTAH

Accounts Payable
201 S Presidents Cir Rm 405
Salt Lake City UT 84112-9024
(801) 581-6976

WELLS FARGO BANK, NA
SALT LAKE CITY, UTAH
31-1
1240

Limited Purchase Check
THERMOCHROMIC INK

DATE _____

NOT VALID AFTER SIX MONTHS

Pay _____

To The Order Of: _____

DOLLARS \$ 2.00

Amount
NOT VALID OVER \$1,000

DO NOT CASH IF THE ARTIFICIAL WATERMARK OR OTHER SECURITY FEATURES ARE MISSING.
THE SECURITY FEATURES INCLUDED ON THIS DOCUMENT ARE DETAILED ON BACK OF CHECK.

ACCOUNT REPRESENTATIVE _____

[How to use the checks.....]

- Obtain proper approvals before sending the check copy to Accounts Payable.
 - Next higher supervisory authority is required for reimbursements.
 - An administrator cannot approve a reimbursement if the buyer did not purchase the goods on their behalf.
 - A peer employee cannot approve the reimbursement.
 - Alcohol, entertainment, and/or recruitment reimbursements require an original signature of the person incurring the expense and a dean or higher authority's approval.
 - The signature on the check must appear on the signature card for the chartfield.
 - The responsible person for the activity or project must sign a signature authorization form in order to change the authorized alternate signatures. This form is available on the Purchasing web page.

How to use the checks.....

- The total for the amount (s) applied to chartfield(s) must equal the amount of the check.
 - If it does not agree, the entire amount (as best determined by the receipt or invoice) will be charged to the signatory's default chartfield.
- The vendor's SSN/TIN (or vendor ID if the vendor is already on the WEB) must appear in the appropriate space above the check **if the disbursement is an IRS Reportable transaction**.
- Description must include:
 - A full description: Who, What, When, Where, and reason for the purchase.
 - Business meals and entertainment.
 - If less than ten attendees then list their names.
 - It is unlikely that one pizza will serve more than ten people.
 - Dates of function.
 - Detailed description of the purpose of the business meal or entertainment.
 - Look on the web for guidelines related to meal/incentives/flowers/retirement gifts.
 - Reasonable and business related.
 - Able to bear scrutiny for furthering the mission of the U.
 - Necessary to conduct U business.

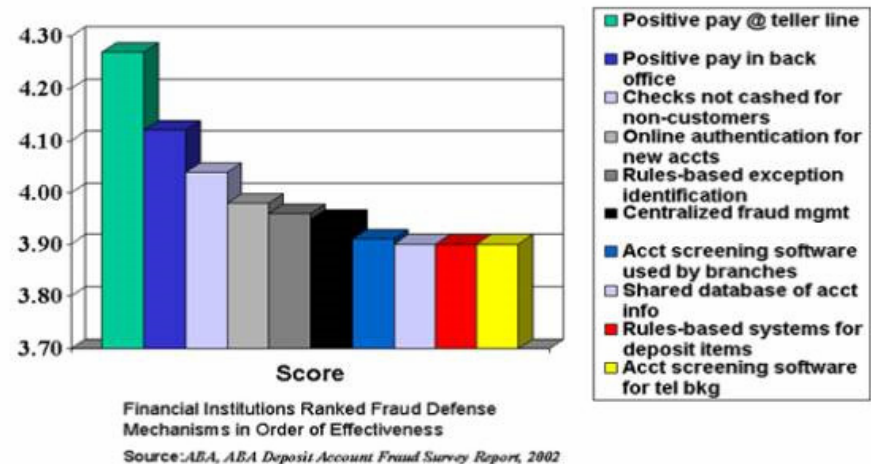
How to use the checks.....

- Documentation.
 - One invoice per check.
 - Reimbursements are an exception and can have many.
 - Put invoice # on the check copy.
 - [IRS reportable transaction](#).
 - Must have an [IRS Form W-9](#) with the accounts payable copy. (see [appendix](#))
 - [Study participants](#).
 - Form W-9 plus the study participant form.
 - Phone orders
 - Prepare a memo.
 - Date, vendor name, description, purpose, written approval from authorized signatory on activity/project.
 - Do not forget that we are tax exempt and ask for cash discounts.
 - Returns & allowances.
 - Departments are accountable for promptly depositing cash refunds into the original expense accounts.

How to use the checks.....

- Send copy and original documentation to Accounts Payable.
 - Send yellow copy & original receipts/invoices and/or other supporting documents.
 - One invoice per check.
 - Staple yellow copy on top and original documentation afterward.
 - Tape receipts to a full sheet of paper and staple the paper to the check copy.
 - Double check the LPC.
 - Are the chartfields and distributions correct?
 - Is the information legible.
 - If the chartfield or check includes a strikeover, make sure that it is also corrected on the accounts payable copy.
 - A processing fee will be assessed for illegible chartfield and amount information.
 - The bottom copy and a copy of the documentation should be kept at the department.
 - You are responsible for ensuring Accounts Payable received the documents.
 - Check your management reports to verify that the check has been recorded to the correct chartfield.
 - Contact Accounts Payable if the check does not appear on your management reports within 30 days of sending documents to Accounts Payable.
 - Reconcile your management reports monthly.

[Positive pay]



■ Purpose.

- Report checks as they are issued.
 - An Issued check is a check that has been released to the payee.
 - If the custodian does not release the check, it is not an issued check.
- Positive Pay will help deter fraud. (See the chart above.)
 - Bank will be able to compare the information that we send against the item that clears the bank.
 - Accounts Payable will determine whether to accept or reject the exceptions.
- Timelier bank reconciliation.



[Positive pay]

- How to use positive Pay.
 - Access the application by going to Campus Information Systems.
 - Select: **LPC Positive Pay** under Administrative Financials/PROCESSING
 - Enter the custodian's UNID and applicable check range.
- What it can do.
 - Maintain checks.
 - Enter information about issued or spoiled checks.
 - Undo and Update information for issues that have not been sent to the bank.
 - Void check.
 - Can only be done after the original issue/positive pay file has been sent to the bank.
 - Display checks.
 - Lists all checks that have been sent to the bank.
 - You may use this as your register.



[Positive pay]



- Entering checks.

- Check dates default to today's date.
 - It can be changed to any date between six months ago and a year into the future.
 - Any data can be undone or updated until the issue is sent to the bank.
- Spoiled checks.
 - These are actual checks that are damaged, outdated, or otherwise unusable.
 - You cannot spoil a check that has been sent to the bank.
 - A check marked as spoiled will not be sent to the bank because it is not in circulation
 - Reasons to spoil
 - You have realized the amount is wrong, name is wrong, or do not want to issue the check.
 - If you later decide that you want to issue the check then you may un-spoil it as long as it is dated within the above criteria for dating the check.

[Positive pay]

- Void checks.
 - Checks that are marked as “Bank-Issue” can be voided if:
 - The original check is in your possession.
 - You must process the void as a stop payment with Accounts Payable if the original check cannot be found.
- **Stale dated checks.**
 - Checks that are older than 6 months from today’s date.
 - Cannot mark as ‘void’ on this system.
 - Contact Account’s Payable.
- You must maintain the positive pay at least once a day if any checks are released that day.
 - If the system is down. Enter the check as soon as it goes up.



Prohibitions

- Immediate loss of privileges:
 - Issuing a check over the limit on the face of the check.
 - Cannot write two checks for a purchase amounting to more than the limit on one check.
 - Failure to record an issue on the positive pay system before the check clears the bank.
- Payments on behalf of non-resident aliens or to foreign vendors are not allowed.
- Employee travel.
 - Hotel deposits and conference pre-registrations only.
 - Must have approved travel [request/reimbursement](#) form
 - Print this number on the accounts payable copy of the check.
- Know and observe the restrictions related to the use of the LPC.
 - If you are not sure call us!!
 - The prohibition list is published only in the User's Guide which is available on the AP [website](#).

Violations

- A \$12.00 processing fee will be charged to the signatory's default chart field.
 - While mistakes are going to happen, we cannot account for the time that it takes to fix the problem. Therefore, the processing fee will prevail.
 - The custodian is still responsible to bring the check to a condition that will allow Accounts Payable to create a paid voucher. The processing fee does not affect this responsibility.
- Most common.
 - Missing information.
 - Allocated, written and numeric amounts do not agree.
 - Missing IRS Form W-9 when it is required.
 - Cannot verify the spelling of the vendor name with the documentation that is provided.
 - Inadequate business meal explanation.
 - Missing documentation.
 - Missing signatures and appropriate approvals.
 - Not having authorized signatures.
 - Failed the positive pay procedure i.e failed to input into the system or information on positive pay differs from actual check.
- Three violations within any 90 day period will result in the loss of your privileges.



[Void, spoils, & stop payments . . .]

■ How to void a check

- **NOTE:** *This is not an appropriate procedure if you do not have the original check in your possession. Use the Stop Payment option instead.*
- Mark “VOID” over the signature area of check
- Record the void in the positive pay system.
 - **Note:** If the check is more than six months old, record the check as void in your check register, make a note in the memo field for the check on the positive pay system, and proceed to the next instruction.
- Send **original** check and **yellow** copy to Account’s payable.
 - **DO NOT** destroy or keep the check.
 - State reason for void.



[Void, spoils, & stop payments . . .]

- How do you spoil a check.
 - Go to maintain and click on “spoil”
 - Enter the check information in the space provided.
 - Must enter an amount in there in order for it to save.
 - Mark “void” on the check.
 - Send **yellow copy** and original check to Accounts Payable.
 - Remember this a check that has not been bank issued!
 - There is a mistake on the check.
 - The printer ate it.



[Void, spoils, & stop payments . . .]

- How to [Stop a check](#)
 - **NOTE:** *This is not an appropriate procedure if you have the original check in your possession. This is an expensive and timely process. Use the Void option instead.*
 - Record the check as stop in your check register.
 - Upon discovering a blank check or a prepared and signed check is lost or stolen enter as a spoil on the positive pay system.
 - Make a note in the memo field for the check on the positive pay system.
 - Prepare a stop payment request (available on the Accounts Payable website).
 - **DO NOT REISSUE THE CHECK** until you are notified by Accounts Payable that the bank has accepted the stop payment request.
- See [appendix](#) for a Summary Chart of Canceling a Check.



Conclusion

- These checks are your responsibility.
- Read the [User's Guide](#)
 - Familiarize yourself and others who will also issue the checks with the university's policies, procedures, and guidelines to avoid violations and loss of privileges.
- Quiz.
- Evaluations.
- Comments.



[Sandra Jones]

Room 145

Park Building

581-5759

FAX 585-6443

Email: Sandra.Jones@admin.utah.edu

Mail: 201 S Presidents Cir Rm 145

Salt Lake City, UT 84112-9003

[Appendix]



- Vendor Data Verification
- LPC Cancellation
- Travel Related Forms
- IRS Form W-9
 - Summary
 - Instructions
 - Form
- Resources

Appendix – Vendor Data

VERIFICATION REQUIREMENTS

W-9

OR

DOUBLE VERIFICATION

- When AP requests it
- For Taxable Transactions
- New vendors
- Vendor changes its name
- Guidelines stated on AP link “what is an IRS form W-9 and when do we need it?”

Definition: Two documents that verify the spelling of the payee’s first and last name.

Examples: brochure, business card, ID, invoice. etc

- AP requests it
- New vendors
 - Reimbursements
 - Refunds



[Appendix – LPC Cancellation]

SUMMARY OF CANCELING A CHECK			
	TYPES		
	SPOIL	VOID	STOP
STATUS ON POSITIVE	Not issued	Bank issued	Bank issued
REASON	<ul style="list-style-type: none">■ Clerical error■ Printer ate it■ Spilled Coffee	<ul style="list-style-type: none">■ Payee returned ck■ Realized that there is no need for issue	<ul style="list-style-type: none">■ Lost
LOCATION OF CHECK	Check in hand	Check in hand	Do not have check
ACTION IN SUBMISSION TO ACCOUNTS PAYABLE	<ul style="list-style-type: none">■ Send to A.P. yellow copy and original ck.■ Mark void across ck■ State reason for spoil	<ul style="list-style-type: none">■ Send A.P yellow copy and original ck.■ Mark void across ck.■ State reason for void	<ul style="list-style-type: none">■ Fill out a “stop payment form”■ Wait at least 24 hrs for to issue out a new check
ACTION IN POSITIVE	In Maintain section select Spoil	In void section select the correct ck # to void	Enter comment on check – reason for stop

* "bank issued" is when the check is prepared and is released to the Payee



Appendix – Travel Related Forms

One or more of these requests must be attached if travel is involved.

Register Trip Confirmation

Do Not Send To Travel

Travel #
303803

Traveler: Woman, Wonder
111 Park
(800) 581-1111

Depart: 4/16/2006
Return: 4/22/2006

Est.	Expense
<input type="checkbox"/>	Airfare
<input type="checkbox"/>	Airfare Agency Fee
<input type="checkbox"/>	Personal Auto
<input type="checkbox"/>	Lodging
<input type="checkbox"/>	Meals
<input type="checkbox"/>	Conference Fee
<input type="checkbox"/>	Car Rental Agency
<input type="checkbox"/>	Insurance Surcharge
<input type="checkbox"/>	Taxi, Bus, etc.
<input type="checkbox"/>	Parking
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other
<input type="checkbox"/>	Audit Fee

Total Trip Expense
Deduct Prepayments
Deduct Pcard, LPC Prepaids
Deduct Insurance Surcharge
Deduct Audit Fee
Deduct Cash Advance
Due Traveler or () Due University

BU ORG FUI
Audit Fee: 01 00222 22:

Beginning October 1, 2005, air transportation costs that exceed the State contracted rates may be deemed unavailable. Travelers who do not exceed rates listed below:

BURBANK - \$296.00
FRESNO - \$614.00
LOS ANGELES - \$286.00
MONTEREY - \$350.00
OAKLAND - \$244.00
ONTARIO - \$348.00
ORANGE COUNTY - \$324.00
PALM SPRINGS - \$240.00
SACRAMENTO - \$420.00
SAN DIEGO - \$370.00
SAN FRANCISCO - \$240.00
SAN JOSE - \$298.00
SANTA BARBARA - \$422.00

Prepared By: SuperMan
111 Park
travel@admin.utah.edu

Conference Prepayment Request

Print and Submit one copy to Travel Accounting
Make a Copy for Departmental Records

Travel #
303803

Traveler: Woman, Wonder
111 Park
(800) 581-1111

Depart: 4/16/2006
Return: 4/22/2006

How Paid: LPC

Conf. Name: SuperFriends Marriott
1212 Boogie Boogie Avenue
Fairfax, CA 90555

Desti
P
Ho

Est.	Expense	Chain
<input type="checkbox"/>	Airfare	
<input type="checkbox"/>	Airfare Agency Fee	
<input type="checkbox"/>	Personal Auto	
<input type="checkbox"/>	Lodging	
<input type="checkbox"/>	Meals	
<input type="checkbox"/>	Conference Fee	
<input type="checkbox"/>	Car Rental Agency	
<input type="checkbox"/>	Insurance Surcharge	
<input type="checkbox"/>	Taxi, Bus, etc.	
<input type="checkbox"/>	Parking	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Audit Fee	

Total Trip Expense
Deduct Prepayments
Deduct Pcard, LPC Prepaids
Deduct Insurance Surcharge
Deduct Audit Fee
Deduct Cash Advance
Due Traveler or () Due University

BU ORG FUND ACTIVITY PROJE
01 00222 2222 22222

Traveler's Signature

By my signature, I agree that any money advanced to me including prepaid airfare charges, business days after conclusion of travel, complete and file the reimbursement portion of this are not properly substantiated. All other travel costs not substantiated within 60 calendar days of annual W-2 report.

Traveler's Signature _____ Date _____
Woman, Wonder
Traveler's Name _____ Title _____

1st Approval Signature _____ Date _____
Aquaman PI
1st Approval Name _____ Title _____

Prepared By: SuperMan
111 Park
travel@admin.utah.edu

Hotel Prepayment Request

Print and Submit one copy to Travel Accounting
Make a Copy for Departmental Records

Travel #
303803

Traveler: Woman, Wonder
111 Park
(800) 581-1111

Depart: 4/16/2006
Return: 4/22/2006

How Paid: LPC

Hotel: SuperFriends Marriott
1212 Boogie Boogie Avenue
Fairfax, CA 90555

Prepared By: SuperMan
111 Park
travel@admin.utah.edu
(801) 581-1111

Destination: FAIRFAX, CALIFORNIA USA
Purpose: conference - Save the EARTH

Handling: US Postal Service

Notes: Paid on LPC # 4444444

Est.	Expense	Chain	Detail	Total
<input type="checkbox"/>	Airfare			
<input type="checkbox"/>	Airfare Agency Fee			
<input type="checkbox"/>	Personal Auto			
<input type="checkbox"/>	Lodging	MARRJOTT	5 miles @ nights @	\$89.74
<input type="checkbox"/>	Meals		days @	
<input type="checkbox"/>	Conference Fee			
<input type="checkbox"/>	Car Rental Agency			
<input type="checkbox"/>	Insurance Surcharge			
<input type="checkbox"/>	Taxi, Bus, etc.			
<input type="checkbox"/>	Parking			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Audit Fee		mandatory	\$5.00

Total Trip Expense	
Deduct Prepayments	
Deduct Pcard, LPC Prepaids	
Deduct Insurance Surcharge	
Deduct Audit Fee	\$5.00
Deduct Cash Advance	
Due Traveler or () Due University	\$448.70

BU ORG FUND ACTIVITY PROJECT ACCOUNT AU AMOUNT
01 00222 2222 22222 60000 1 \$448.70
\$0.00
\$0.00
\$0.00

Traveler's Signature

By my signature, I agree that any money advanced to me including prepaid airfare charges, registration fees, prepaid hotel expenses, is a personal advance. I will, within 20 business days after conclusion of travel, complete and file the reimbursement portion of this form. I agree that cash advances may be deducted from my payroll check if they are not properly substantiated. All other travel costs not substantiated within 60 calendar days after completion of the trip, will be reported as income and will be added to my annual W-2 report.

Traveler's Signature _____ Date _____
Woman, Wonder
Traveler's Name _____ Title _____

2nd Approval Signature _____ Date _____
Green Lantern A/P
2nd Approval Name _____ Title _____



Appendix – IRS Form W-9

Use the most current version.

Make sure everything is completed and legible.

- Taxpayer's name
- Type of Entity
- Taxpayer's address
- Taxpayer's SSN or EIN
- Authorized signature

Form W-9
 (Rev. November 2005)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶ Date ▶

Purpose of Form

• An individual who is a citizen or resident of the United States

Appendix – Resources

- [User's Guide](#)
- [Register for Orientation](#)
- [Agreement](#)
- [Positive Pay Tutorial](#)
- [Expenditure Review](#)
- [Small Dollar Procurement Policy](#)
- [Procurement Options](#)
- [IRS Form W-9](#)
- [Stop Payment Request](#)

