



# ST. JOHN'S UNIVERSITY

Office of Business Affairs

## **Check Requisition Creation & Processing Policy**

### **Purpose & Scope**

The purpose of this policy is to set forth guidelines and procedures for processing all check requisitions through the Accounts Payable - Check Requisition Request System that is located within the University Information System (UIS).

The system is designed to have at least two authorized employees with access to the check requisition system in separate capacities, one as a “user” who reviews the invoice and enters it into the system and the other as “Budget Administrator” who reviews the “user” submission and approves the transaction from a budget perspective. Following this, each transaction then moves to the Accounts Payable queue for final approval and payment. At no time should the same person enter and approve any check requisitions. The check requisition system in UIS has been modified to accommodate this change and will not allow the same person to perform both tasks. This allows for proper segregation of duties.

### **Policy**

All users of the check requisition system must adhere to the following policy guidelines:

1. All units need to review the list of authorized users in the check requisition system for each org under their responsibility making certain that there are sufficient users in addition to the Budget Administrator. (You may check with Business Affairs for a current list).
2. After this review has been completed, each Budget Administrator should provide requests for any additions and/or deletions to access the check requisition link in UIS through the normal request process.
3. Before entering a check requisition, “users” should review each invoice and amount to a contract or agreement where possible.
4. Before approving a check requisition, each Budget Administrator should review the information entered by the user to ascertain completeness and accuracy and to ensure that goods were delivered or services provided.
5. The Accounts Payable department is responsible for reviewing each transaction as it moves into the respective workflow for final approval and processing of the payment.

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