3.1 Check Requests

Policy Statement
There are certain purchases that do not require Procurement action and as such these are delegated to campus units to handle as check requests. Areas where direct charges may be made are listed below and categorized by the total amount of the action. In such cases, departments should obtain the invoice and complete payment by means of a check request. Whenever applicable, departments are encouraged to obtain competition to determine the best source for the necessary goods and/or services.

UNLIMITED DOLLAR AMOUNT:
Professional services where commitments for such services are in compliance with this manual; excludes any purchase governed by Board of Regents Public Works (Construction & Services) requirements. These include professional design services, archaeological services, HVAC testing, Commissioning & decommissioning services, demolition, and site assessments.

(see definition of “professional-professional services” under Policy Definitions);

Postage, postage meter updates and utility payments (excluding bottled gas);

Authorized purchases charged to agency funds;

Payments for refunds, travel, stipends, registration fees, tax, scholarships and student aid, professional services (unless for teaching and instructional services which is limited to less than $2,500), fellowships, transfer payments, retirement premiums, authority lease-rentals, cash payroll reimbursements, corporate registrations and joint staffing personal services with other University System units;

Acquisitions from State Personal Property Management Section of the Georgia State Agency for Surplus Property (the check request is prepared by the Administrative Services Department, only);

Short-term occupancy of classroom space off campus;

State self-insurance premiums paid to another State Agency and handled by General Accounting;

Supplies, materials, equipment obtained for research from intergovernmental agency (Ex. State Department of Administrative Services Telecommunications Division, Board of Regents Software Resource and Services, Board of Regents).

Royalties, copyright fees, commissions, license fee payments, collection agency fees and credit check charges;

Disbursements where the University acts as a disbursement agent and no purchase of goods or services is made for the University;

Perishable food-stuffs (limited to certain authorized departments)

Purchase of Library Books

Memberships, dues, participation fees associated with membership and subscription charges stemming from membership as defined in section 3.1.3 of this manual;
Cost per copy and/or copy overage charges related to copiers leased or purchased using a purchase order.

Interior design

Agricultural crops and grains including fruits, melons, nuts, and vegetables

Animals, birds, marine life, and poultry, including accessory items (live): If animal/s are used for breeding please contact Property Control for inventory guidance. If purchasing animals for the purpose of increasing an existing herd, please report to Property Control on an annual basis the number of animals in the herd and the value of the herd.

Original works of art including antiques, ceramic and glass objects, collections, museum pieces, original drawings, engravings, etchings, lithographs, serigraphs, and similar reproductions, fabric designs, masks, mixed media, paintings, photographs, recycled art objects, sculptures, and wood carvings.

Animal food for zoo and farm animals,

Termite renewal inspections

Publications and audio visual materials (prepared materials only, not equipment, supplies or production) **limited to the following:** laboratory books, research and related materials, adult education textbooks, special education textbooks, K-12 textbooks, college level textbooks, video cassettes, disks, tapes etc., recycled publications and audio-visual materials. For purchases within this category it is best practice to show proof of competition or to explain why competition was not possible. This may be attached to your check request.

School Equipment and supplies: **Limited to the following:** 1.) Instructional aids: Courses, lesson plans (prepared), programs, ancillary materials, etc and 2.) Resource books and materials. For purchases within this category it is best practice to show proof of competition or to explain why competition was not possible. This may be attached to your check request.

Subscriptions: **Limited to the following:** internet database subscriptions, magazine subscriptions, newsletter subscriptions, newspaper subscriptions, professional document and publication subscriptions (Legal, Medical, etc.), or professional journal subscriptions.

Petroleum, Liquid Gas, Diesel, and Gasoline purchased using a Statewide Contract

**CATEGORIES LIMITED TO TOTAL COST LESS THAN $10,000:**

Demurrage charges;

Custom and freight charges from brokers, freight forwarders, and carriers;

Books, Pre-recorded Videos, CD Roms and subscriptions.

Purchase of authorized page charges;

Mailing lists, preaddressed mailing labels and telephone number sampling lists.

Access charges, connect charges, line charges and data base searches associated with retrieval of information for University use;

Private insurance/premiums;

Exhibition and entry fees (includes payment for booth rentals, furnishings, and utilities supplied in connection with exhibitions and conferences);
The series listed below which are not considered professional in nature, but involve highly skilled judgment or training, artistic taste or other similar attribute which is dependent for its quality upon the characteristics and knowledge of an individual(s):

- Financial, actuarial and statistical analysis
- Livestock recording (Registrations, transfers, semen certificates, and nitrogen charges; other lineage verification transactions)
- Public Broadcasting Service fees
- Teleconference Network charges
- Television cable fees
- Vehicle Repair

**CATEGORIES LIMITED TO TOTAL COST LESS THAN $2,500**

Teaching and Instructional Services

Repair orders, less than $2,500 which involve billable labor of $2,500 or more, and which may or may not include materials as detailed in “Purchasing of Services”. Orders for repair parts only cannot be handled by check request.

Advertising including Advertising/Public Relations Services, Outdoor Billboards, Broadcasting Services (Radio and Television), Newspaper and Publication Advertising, Employee recruiting notice advertising, and any advertising placed in a publication, magazine or newspaper. This includes advertising for graduate students, seminars, conferences, etc.

- Aerial surveying
- Binding Service
- Chemical analysis
- Consulting services (other than professional)
- Creative writing
- Crop growing, under controlled research conditions
- Drafting
- Editing including cine film (not simple proofreading)
- Editing and typing combined (where the predominant service is editing)
- Film badge testing service
- Flower arranging
- Information collection including high degree of judgment and selectivity
- Laboratory analysis
- Manuscript and book jacket design, preparatory to typesetting and printing
- Mailing services including collating, packaging, and sorting.

Non-public works services obtained for research from intergovernmental agency (Ex. State Department of Administrative Services Telecommunications Division, Board of Regents Software Resource and Services, Board of Regents).
Original recordings of artists and musicians, production of
Original works of art, production of
Pesticide/herbicide spray, application of (to crops or land)
Printing of a publication, and/or reprints
Piano and other musical instrument tuning and repairs
Picture framing and preparation
Sheep-shearing
Teaching and Instructional Services
Translating
Typing services not involving an employer/employee relationship (see "Contractual Employment" in the "Human Resource" section of the manual for the distinction between contractual services and employer/employee relationship). Basis of contractual payment must be shown, i.e., the hourly rate or per-page rate;

Reason for policy
The purpose of this policy is to enable campus units to appropriately utilize check requests as an authorized mechanism of purchasing and payment. In July 2013, Senate Bill 160 became law, necessitating modification to enable compliance by obtaining E-Verify affidavits from vendors for services or labor costing $2,500 or more.

Procedures
The invoice should be attached to an electronic check request and submitted for payment. If pricing support is required, those documents should be attached to the electronic check request as well. All check requests are required to be reviewed and approved by someone at the department/unit/school level, other than the initiator, who has firsthand knowledge of the business purpose of the expenditure.

Additional contacts
Accounts Payable, 706-542-2786

Policy definitions
Agency funds are used to account for resources held by an institution as custodian or fiscal agent for individual students, faculty, staff members, or other organizations
Professional - Professional Services, which are limited to those services defined by statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape architecture, registered interior designers, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, licensed structural pest controllers, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy.

Consulting- Non-professional services which involve the rendering of advice only.

Responsibilities
**Responsible University Senior Administrator:** Vice President for Finance & Administration
**Responsible University Administrator:** Procurement Officer
**Policy Owner:** Procurement Office
**Policy Contact:** Annette Evans, Ernie Webster, and Lynn Stephens
**Phone Number:** 706-542-2361

**Record Retention**

**Research Grant Records**

Number 0472-09-006

These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.

Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

**Accounting Records**

Number 0472-03-001

This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices.

Retention: Monthly and quarterly reports: 1 year. All other records: 5 years.

**Related information**

Date Reviewed: 02/09/2018

**Policy Dates**

Effective Date: 01/01/2016

Date Last Updated: 06/22/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: