Clinical Neuroscience Center

Online Express Payment for Same-Day Check Requests

Purpose:

An online form to request a change to the payment date of a voucher or request a same-day check has been created. This process is to ensure the appropriate use of same-day check requests and allows the accounting team to be able to give prior approval. A fee of $21 will be applied for each same-day check request.

Process:

1) Contact your accountant with information about the check request. Include the vendor name, voucher number and total amount. Be sure to include information as to why you need the check to be cut the same-day. Also write “urgent” in the subject line of the email.

2) Once you have obtained approval from your accountant, fill out the form at: https://wfgen.umn.edu/wfgen/show.aspx?QUERY=PROCESS_START&PROCESS=AP_EXPRESS_PAY_FORM&BACKURL_SUBMIT=http://www.finsys.umn.edu/success.html

The form is also available from the Disbursement Services website: http://z.umn.edu/dsco (scroll to Forms, form UM1734).

Please note that requests for same-day checks need to be entered by 1pm or the check will not be cut until the next day. Vouchers also need to be approved by 1pm.

3) A confirmation email for your request will be sent to your email address. Another email will be sent once the check has been cut. Checks can be picked up at WBOB – 632 West Bank Office Building, 1300 S 2nd Street, Minneapolis, MN from 10:00 a.m. to 3:00 p.m. M-F

4) Please forward a copy of the confirmation email to your accountant.

Document can be found in Google Docs Effective 10/10/2014