

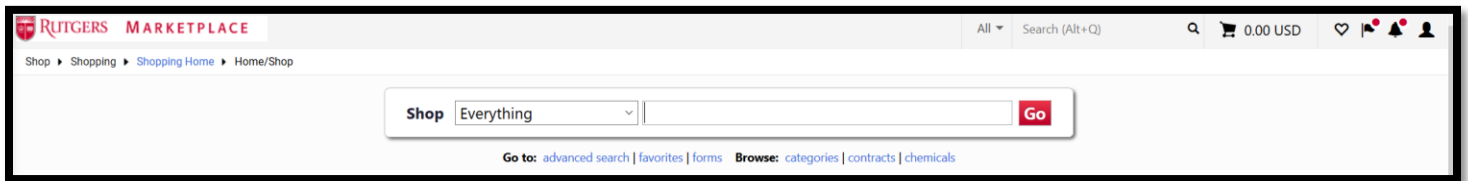
Check Requests Quick Card-

Check requests are used to request payments for certain expenses that do not require purchasing support.

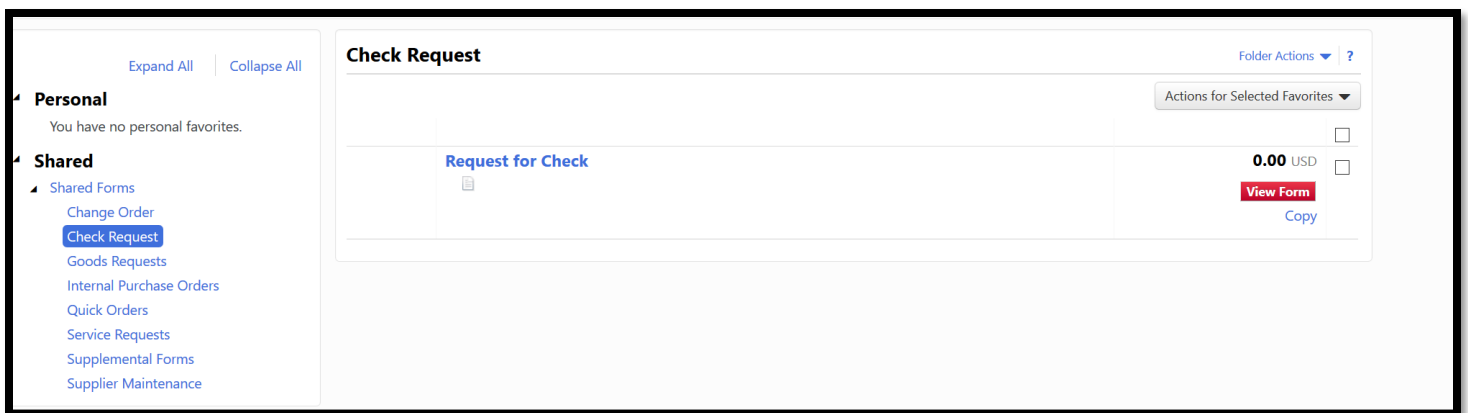
To request a check request, first consult the check request matrix to see what documentation is necessary.

Log into <https://my.rutgers.edu>

Click on RU Marketplace (SciQuest)- this will bring you to your home page



Click on forms to select the purchase you are making-



When you click on view form, it will open up the supplier page

A screenshot of the 'Request for Check' form. The form is titled 'Request for Check' and includes the Rutgers logo. It has several sections: 'Enter Supplier' (with a search field and 'Supplier Search' link), 'Remit To Information' (with fields for Contact Name, Street 1-3, City, State, Zip, Country, Email, Phone, Toll Free Phone, Fax), 'Type of Payment' (with a dropdown menu and a note to attach invoice and supporting documentation), and 'Payment Information' (with fields for Supplier Inv #, Invoice Date, and Check Request Amount). Three callout boxes with arrows point to specific parts of the form: one points to the 'Supplier Search' link, another points to the 'Type of Payment' dropdown, and a third points to the 'Supplier Inv #' field. A text box at the top right says 'When you find your supplier, the form will fill out all the information.' Another text box at the bottom right says 'Enter your invoice information.'

When you are finished filling out the form, click on add and go to cart.

Shopping Cart for Heather De Meo

Name this cart: 2020-04-03 AERO 01

1 Item(s) for a total of 45.00 USD
subtotal: 45.00 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout

Have you made changes? Update

Spring Street Development Urban Renewal-p10133758

Product Description	Unit Price	Quantity	Total
Request for Check open form... Commodity Code: No Commodity Code Assigned	45.00	1	45.00
		Shipping Handling	0.00 USD
			0.00 USD
Supplier subtotal			45.00 USD

Click proceed to checkout-

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Submit Requisition

Go to Express Checkout Return to shopping cart Continue Shopping

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Requestor Name
- Required field: Requestor Phone
- Required field: Requestor e-mail

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary Shipping Billing Accounting Codes Supplier Info Taxes/S&H

Hide value descriptions

General

These values apply to all lines unless specified by line item

Description: no value

Cart Name: 2020-04-03 AERO 01

Prepared by: Heather De Meo

Prepared for: Heather De Meo

Requestor Name: no value (Required field)

Requestor Phone: no value (Required field)

Requestor e-mail: no value (Required field)

PO Clauses: no clause

Business Associate Agreement: No

Fill out the General Tab (Requestor Name, Requestor Phone, Requestor e-mail)

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review Go to Express Chec

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: **Billing**. Go straight to the end: **Final Review**.

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary **Shipping** Billing Accounting Codes Supplier Info Taxes/S&H

Shipping

These values apply to all lines unless specified by line item

Ship To

Shipping address: Contact Name Heather De Meo
Room 327 B Wing
Lucy Stone Hall
54 JOYCE KILMER AVE
Piscataway, NJ 08854-8045
United States

Fill out the Accounting Codes-

Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

Requisition | PR Approvals | PO Preview | Comments | Attachments (1) | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info | Taxes/S&H

Accounting Codes

These values apply to all lines unless specified by line item

GL String	Unit	Division	Organization	Location	Fund Type	Business Line	Account	Activity	RU Initiative	edit
	450	6295	6253	2110	100	5290	60510	0000	no value	
	NB SAS School of Arts & Sciences	Office of the Dean	Office of Administration	New Brunswick NonHealth Sciences Campus	Unrestricted Operating General	Facilities Support	Rent Buildings & Grounds	None		

Fill out internal/external notes if necessary.

Go to Final Review and submit if everything is ok!

Final Review

Submit Requisition

[Go to Express Checkout](#) [Return to shopping cart](#) [Continue Shopping](#)

REQUISITION LINE ITEMS

Hide value descriptions

Billing

edit **Bill To** edit

Rutgers University
Box 3207
Scranton, PA 18505
United States