

Georgia Department of Public Safety Policy Manual

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| SUBJECT REQUESTS FOR ADVANCE CHECKS | POLICY NUMBER 7.21 |
| DISTRIBUTION ALL EMPLOYEES | REVISED DATE 2/17/2017 |
| | POLICY REVIEWED 2/5/2018 |

7.21.1 Purpose

To provide guidelines for the timely and proper procedures for requesting checks for the purpose of travel, registrations, and other transactions where a check for payment is needed prior to the time when the services are provided.

7.21.2 Policy

It shall be the policy of the Georgia Department of Public Safety to provide adequate information and time to Accounts Payable staff to process requests for advance checks.

7.21.3 Procedures

A. Request Method

1. The request for an advance check should be a paper memo to the Accounts Payable Manager.
 - a. If the Accounts Payable Manager is out of the office, the first backup is the Accounting Director and the second backup is the Comptroller.
2. The request memo should include the following information in the body of the memo:
 - a. Purpose of the check.
 - b. Vendor name and address.
 - c. Amount of check.
 - d. Person(s) affected (e.g., person travelling or attending conference).
 - e. Date check is needed. See section B, 2 below. If check is needed before noon, indicate on memo that it is needed one day earlier.
 - f. Indication of what should be done with the check (e.g., deliver to requestor, mail to vendor, etc.).
 - g. If grant funded, indication of grant and grant year.

3. A completed, accurate W-9 for the vendor must be attached to the request memo.

B. Timing

1. The request for an advance payment check should be sent a minimum of seven business days in advance of the time the check is needed at headquarters.
2. Note that checks are delivered to headquarters mid-day. If a check is needed before noon, allow one extra business day for the request.
3. If the check needs to be mailed, deliver your request an additional seven to ten days earlier to allow adequate time for mail delivery and to avoid extra shipping charges for express delivery.
4. If a check is needed in a shorter timeframe than specified in the guidelines above, deliver your request memo to the Chief Financial Officer or Comptroller for approval and determination of payment method prior to delivery to Accounts Payable. Accounts Payable will be unable to process untimely requests without the Chief Financial Officer or Comptroller's approval and direction.