

UNIVERSITY OF PITTSBURGH PROCEDURE 05-06-03

CATEGORY: FINANCIAL AFFAIRS
SECTION: Funds Management
SUBJECT: Disbursement Requests
EFFECTIVE DATE: September 22, 1989
PAGE(S): 2

I. PURPOSE

To establish the procedure for the preparation, approval, and processing of Disbursement Requests.

II. SCOPE

This procedure is applicable to all Disbursement Requests prepared by University offices for general or special use as defined in Policy 05-06-03.

III. PROCEDURE

Preparation and Processing of Disbursement Requests

Originator

1. Prepare FORM 0014, Disbursement Request, in accordance with the instructions provided on the form.
2. Attach supporting documents (e.g., invoices, contracts, etc.) to the request, together with any enclosures that will accompany the check.

Note: Attach enclosures to the bottom left front of the Disbursement Request with a paper clip.

3. Obtain approval from other University offices when requesting payment for goods or services that are normally procured through those offices.
4. Obtain the approval signature from the FAIS Account Administrator.

Note: When the requestor is also the FAIS Administrator or the head of the responsibility center, the request must be signed by the next higher level of responsibility.

5. Forward the request, together with all supporting documents to Accounts Payable for processing payment.

Processing Disbursement Requests When the Payment is Mailed To the Originator and Not To the Payee

Originator

1. Prepare and forward a memo to the Comptroller requesting that the disbursement be returned to the originator. Provide an explanation justifying the exception, attach supporting documents, and forward the Disbursement

Request, the memo, and attachments to the Comptroller for review and approval.

Comptroller

2. Review the request for exception and approve, if justified.
3. Forward the Disbursement Requests to Accounts Payable for processing payments.

Processing Disbursement Request Payments

Accounts Payable

1. Audit the requests and supporting documents.
2. If a mailing exception was requested and denied by the Comptroller, inform the originator that the check will be mailed to the payee.
3. If the Disbursement Request is incomplete or inaccurate, return the request and supporting documents to the originator for correction and resubmittal.
4. Prepare and forward the checks, together with the appropriate enclosures, to General Accounting.

General Accounting

5. Sign and process the checks for mailing and insert the appropriate enclosures.
6. Forward to Accounts Payable, any checks that have been approved by the Comptroller for pickup by the originator.

Accounts Payable

7. Notify the originator to pick up the check.

Note: The individual picking up the check must present a current validated University Faculty, Staff, or Student Identification Card. If the person picking up the check is not the payee, an authorization memorandum must be prepared by the payee or the requesting department. The memorandum should include the name of the payee, the amount of the check, the name of the individual picking up the check, and the signature of either the payee or the head of the responsibility center. Checks will be released only to University faculty, staff, or students.

IV. EXHIBITS

[Exhibit A, FORM 0014, Disbursement Request](#)

V. REFERENCES

[Policy FN 09, Disbursement Request](#) (formerly 05-06-03)