

THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Associate Vice Chancellor
for Finance

CB# 1000, 304 South Building
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-1000

To: Deans, Directors, and Department Chairs

From: Roger D. Patterson, Associate Vice Chancellor for Finance

Re: On-Line Check Request System

Date: November 17, 2000

The On-Line Check Request System was developed to improve the disbursement process for non-personnel payments that do not require the use of a purchase order. The On-Line Check Request System has been in use since May 1, 1997, and currently about eighty-five percent of check requests are processed on-line.

The On-Line Check Request System now accommodates the payment of all non-personnel payments, except for the following identifiable transactions:

- multiple departmental approvals needed for split-funding
- requests for wire transfer of funds
- object codes not valid for on-line check requests (e.g. equipment requiring a purchase order)

Use of the On-Line Check Request System has reduced the payment turnaround time and produced easy access to payment records.

In order to manage the increasing volume of transactions and provide accessibility to those transactions, all non-personal payments via the check request process are to be prepared using the On-Line Check Request System. Effective March 1, 2001, paper check requests, except those transactions not accommodated by the system, will be returned to the department to be prepared on-line. If you have any questions about the process or need assistance in obtaining access to the system, please contact Martha Pendergrass, Director of Accounts Payable, at 962-0213 or mjpender@email.unc.edu. Thank you.

cc: Business Managers