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Supersedes: Procedure 3.2 dated July 1, 2011
Apples to: System Office and Colleges
Procedure Responsibility: KCTCS Office of Accounts Payable

Check Requests - Non Purchase Order Vouchers with Origin code "CKR"

Section 3.2.1 - General
Section 3.2.2 – CKR Voucher and/or Form BA8 Requirements
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Section 3.2.1 - General

PeopleSoft electronic workflow is used for approval and document processing of vouchers (payments). Check Request (CKR) vouchers are created when requesting payment for allowable goods or services that do not require action or approval by the KCTCS Office of Purchasing. Within PeopleSoft Financials - Accounts Payable Module vouchers entered for under $500 require the originator to approve the voucher when the voucher is submitted for approval. If the voucher is not approved by the originator the voucher will not go forward for processing. The originator is also required to enter comments in the voucher as to why the KCTCS ProCard was not used.

Vendor invoices that do not require a purchase order are entered into PeopleSoft as a voucher with the origin code of "CKR". Each vendor invoice is entered as a single regular voucher. The invoice number on the invoice is entered exactly as it appears on the vendor's invoice. An invoice number is required on all vouchers. If the vendor does not provide an invoice number, and the invoice has an account number, the account number is used as the invoice number. If there is not an invoice number or account number provided, the department should use their business unit number followed by a dash (-) and the invoice date (MMDDYYYY).

Vendor invoices are to be entered into PeopleSoft immediately upon receipt. This allows for an accurate representation of KCTCS' outstanding payables along with the ability to search PeopleSoft for all invoice information. If the invoice is missing information or the voucher cannot be entered completely, the voucher can be saved as "recycle" status along with comments for later follow up.

Users' select the origin code CKR to process a voucher where the business unit already has a vendor invoice. Payments processed using CKR origin may only be made for allowable goods and services to vendors that are in an approved status within PeopleSoft. If the vendor is not already in PeopleSoft, then the vendor must be added. KCTCS Office of Accounts Payable must grant approval prior to submitting a Non PO Voucher with origin code of CKR. Prior approval is not required if a permanent approval has been granted or the voucher amount is $5,000 or less and the item is not a capital equipment item or an item to be placed

in KCTCS' property management inventory. A completed BA8 Form is used when processing a CKR voucher for authorized goods or services that were not ordered through the normal purchase requisition process or purchased on a KCTCS procurement card (ProCard) and there is nor or will not be an invoice or payment document, i.e., honorariums, stipends, student refund, etc.

Section 3.2.2 – Form Requirements

A. Where no invoice exists, a completed BA8 form should be attached to the voucher within PeopleSoft for documentation purposes.

B. The PeopleSoft vendor number must be included on the completed BA8 form. A list of established vendors is available in PeopleSoft and can be obtained using the query: AA_VENDOR_REMIT. If the vendor needs to be established, a completed KCTCS Substitute W9 Form must be submitted via Parature ticket.

C. If the BA8 form for check request is vouchered as the invoice, the form must have a control number. Business Unit-MMDDYYYY, and the control number will be the invoice number of the PeopleSoft voucher.

D. Each completed and vouchered BA8 form for CKR voucher must include a written explanation and a bona fide business purpose in the description section of the form.

Section 3.2.3 – Allowable Goods and Services – No Dollar Limit

The following goods and services may be vouchered with an invoice or BA8 for check request with no maximum dollar limit.

- Student Financial Aid (Prior approval of the KCTCS System Director of Financial Aid required.)
- Student Refunds (requires prior approval of the KCTCS Director of Treasury Operations)
- Cataloged Library Materials
- Utilities (Utilities are recommended, where possible, to be paid via bank draft or procurement card. This includes landline telephone, pagers, and cell phone bills.)
- Accreditation Fees
- Advertising
- Fuel Credit Card
- Reimbursement of Imprest Cash (requires documentation described in KCTCS Business Procedure 3.6)
- Honorariums (See Business Procedure 3.15 Honorariums)
- Payments to Research Subjects (See Business Procedure 3.6)

- Catering Services ** (Including working meals and meeting meals)
- Meeting Rooms and Refreshments**
- Postage*
- Dues*
- Membership Fees*
- Subscriptions*
- Registration Fees* (Must be charged to account 50112 In-State Registration fees or 50122 Out-of-State Registration Fees)
- Student Accommodations* (Pre-payment requires KCTCS Director of Business
- Services prior approval)

Notes:

KCTCS prefers to pay for the commodities (goods and services) labeled with a single asterisk "*" with a KCTCS procurement card. If an invoice or BA8 form for a CKR voucher is submitted for any of these commodities, the requester must indicate on the voucher that the vendor will not accept a KCTCS procurement card.

For commodities labeled with a double "**" a Level II procurement card may be used for these services if permitted by KCTCS Business Procedure 4.2. - Procurement Card. 4.2 Procurement Card

When submitting a CKR voucher for meeting rooms, meals, and refreshments, a Form BA50 *Working Meals, Refreshments, and Accommodations Report* must be attached to the voucher.

For payments of service or maintenance a KCTCS requisition is the primarily method of payment. Exception may be allowed using a procurement card if prior approval is granted by KCTCS Purchasing. For instructions on commodities not listed above please see Business Procedure 4.3, Requisitions**.** 4.3 Requisitioning & Non Purchase Order Voucher with CNF

Section 3.2.4 – Request for Commodity Exception

A request for an exception for allowable commodities (goods and services) should be made in writing (e-mail is acceptable) to the KCTCS Director of Purchasing.

END OF PROCEDURE