



# DOANE

## Policies & Procedures

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**Department:** Financial Affairs

**Policy Title:** Check Requests

**Date Issued:**

**Date Revised:**

**Approved by:**

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Please use the appropriate form when requesting issuance of checks. [Check requests](#) must be received in the Business Office with all the appropriate signatures and supporting original documentation for the check to be processed. Checks are processed every Tuesday. Check requests must be received by noon on Monday to be processed on Tuesday. Checks will be available for pick up after 2 p.m. on Wednesday. Check requests with incomplete authorization and/or documentation may not be processed until completed correctly.

Check requests for payments to current Doane employees for additional or supplementary services beyond their regular employment duties should be submitted through Human Resources and requires the approval of the Vice President for Finance.

Check requests for services and fees provided by independent contractors must be submitted with a properly completed Form [W-9](#) by the payee. The W-9 is used to validate their federal Tax Identification Number (TIN) and Name as filed with the IRS. Independent contractors receiving payments in excess of \$600 in a calendar year and meeting IRS criteria will be issued a Form 1099-NEC. Doane will follow all IRS rules and regulations to comply when filing tax forms with the IRS. Doane will not make a payment to a vendor if they fail to provide a requested valid taxpayer identification number. Doane uses federal TIN verification services to validate name and TIN provided by a vendor.

### Wire and ACH Processing

To better serve the campus and our suppliers' needs, Doane offers wire and ACH payments for certain situations. For immediate payment we allow wire and ACH payments. Contact the business office if a wire or ACH payment is needed.

Wires and ACH transfers will be completed in a timely manner. As wires and ACH transfers are routed through banks all required documentation will be obtained prior to any wire or ACH being initiated. As such requirements may change depending on the requirements of the outside bank.