



## Policy and Procedure: Express Check

### Definition of an Express Check

An Express Check is issued immediately by Accounts Payable. To accomplish this, Accounts Payable staff must create a voucher, create the Express Check, and execute a special job to print the check. These three steps compress into a few minutes the actions that normally involve a delay of twenty four hours.

### Express Check Issuance Policy

Express Checks are issued only in emergency or special situations.

- An **emergency** situation is one where the goods or services needed must be acquired immediately to support a critical function. For example, if the hard drive of the computer that controls the security operations of the University fails, the immediate purchase of a replacement would qualify as an emergency.
- A **special** situation is one where immediate payment is necessary to correct an egregious situation. For example, if a vendor has not been paid as a result of a breakdown in the normal business processes of a department, the issuance of a manual check can help repair strained relations with that vendor, as well as relieve the embarrassment of the staff trying to rectify the situation.

### Dollar Limit

Express Checks are processed for amounts of \$10,000 or less. Express Checks for larger amounts may be issued, but only under the most extraordinary of circumstances, and only with the approval of the Manager of Accounts Payable.

### Procedure for Requesting an Express Check

1. Contact the Accounts Payable department at (847) 491-7339 to **explain the need** for an Express Check and to receive approval
2. An Express Check can be created for the following:
  - a) **PO payment**: The PO must exist in NUFinancials. This occurs only after all department/school/area/ASRSP approvals have been applied to the Requisition. An invoice for the amount requested must be presented.
  - b) **Direct Payment Request**: A completed DPR form, including all required fields (such as vendor code, description, chart string, approval signatures, etc.) together with all relevant documentation must be presented.
  - c) **Reimbursement or Advance**: A printed copy of the Expense Report for reimbursements or Travel Authorization for cash advances with all necessary signatures and original receipts must be presented.
3. No Express Check will be issued if any part of the documentation is missing, or if there are any missing signatures.



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4. The documentation must be brought to Accounts Payable and the Express Check will be issued while the person waits.

### **Contact Information**

Accounts Payable  
2020 Ridge Avenue  
Evanston, IL 60208-4320  
Phone: (847) 491-7339  
Fax: (847) 491-4738