NATIONAL SEATING & MOBILITY

Check Requisitions

Policy:

For items that need to be purchased with a check, such as refunds or purchasing amounts that are greater than the amount that can be covered by Petty Cash, the branch must submit a written check requisition to the home office.

Why do we have this policy?

- To allow the branch to purchase items too costly to be handled through Petty Cash. This also reduces the amount of petty cash required at the branch.

- To provide a means to document requests for refunds and other payments that are not a routine part of branch daily operations.

Procedures:

- Complete the NSM Check Requisition form with as much information possible.
- All requests for checks must be reviewed and approved by the Branch Manager.
- Attach all supporting documents for the requested check to the Check Requisition form, place in the Clear Envelope and forward in the Friday packet. (Please see policy on refunds for refund procedures).
- Submit all requisitions in a timely manner to ensure the check will be returned to the office or mailed to the party within the necessary time frame.
- Manual checks will be issued only in extreme emergencies.

Note: Check requisitions should not be used as a substitute for expense reports. Any expense incurred by an individual (on behalf of NSM) should be submitted for reimbursement via the expense report procedure.