



# UNIVERSITY of ROCHESTER

## Accounts Payable Special Handling Request Form

Accounts Payable  
Brooks Landing Business Center  
910 Genesee Street, Suite 200, Rochester, NY 14611-3847  
Email: AccountsPayable@finance.rochester.edu  
Intramural Address: RC Box 278958

Phone: 585-275-3483  
Fax: 585-256-0923

**Department Contact Information:**

Requestor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Intramural Address: \_\_\_\_\_

Date: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Pages: \_\_\_\_\_

**Please make sure correct contact information has been provided in case there are questions.**

You will be contacted by AP if your request *cannot* be processed as is for a rush or pickup.

Please charge the \$30 fee to the following FAO: CM 

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Spend Category will be SC55400 and appear on ledger with description of Accounts Payable Fee.  
Arrangements for pickup and/or rush will not be made until an account number is designated.

Reason for pick up or rush: \_\_\_\_\_  
\_\_\_\_\_

Payment for (payee/supplier): \_\_\_\_\_ in the amount of: \_\_\_\_\_

Please select your request options below

I would like to pick up a check.

University employee will pick up check 2:00-4:00pm once AP calls indicating the check is ready. Please note that suppliers and couriers cannot pick up checks, only University employees showing a University ID.

I would like to rush payment.

Rushed payments should be sent directly to the payee/supplier to avoid delays. You do not have to pick up a check if you are requesting a rush. Clearly indicate Forwarding Information on the RFP.

Revised 12/2017 APRequest.xls

Reviewed By (Finance Office): \_\_\_\_\_

# University of Rochester

## Accounts Payable Request Form Instructions

**Date:** Please fill in the date you are submitting your request so that we may better serve you.

**Department Contact Information:**

<b>From:</b>	Name of person to contact regarding the request in case there are questions.
<b>Department:</b>	Department Name
<b>Intramural Address:</b>	Address to be used for intramural mail
<b>Phone:</b>	Phone number to call in case there are questions.
<b>Fax:</b>	If desired, fax number to which correspondence should be sent.
<b>Pages:</b>	Total pages submitted with the request, including the AP Request Form.

### Ledger Request

**Copy:** Mark this box with an "x" if you need a copy of a transaction on your ledger. Accounts Payable can provide copies of transactions with a batch reference of APC and APD. There are a few exceptions which AP will notify you of as they arise.

**Not sure:** Mark this box with an "x" if you do not recognize the charge and think a journal entry might be required. AP will investigate and prepare a journal entry if appropriate. Otherwise, AP will send the backup documentation back to you if an entry is not prepared.

**Journal Entry:** Mark this box with an "x" if a journal entry is needed. Clearly indicate debit and credit accounts and amounts and attach additional pages if more space is needed (or) to explain the situation.

### Special Handling Request

**Fee Account:** Indicate a 6-digit account number for the Special Handling Fee to be charged. The fee can be charged to any departmental ledger (no 0 or 5 ledgers) and will be assigned to sub code 7000 with a description of ACCTS PAY FEE.

**Reason:** To better serve you, it is helpful if you provide an explanation of why you need to rush and/or pick up the check.

**Payment reference:** It is very helpful if you indicate the payee/vendor and amount of the payment in case your AP Request Form gets separated from the other paperwork it was submitted with.

**Pickup:** Mark this box with an "x" if you would like to pick up the check. Check pickup is 2:00-4:00pm Monday through Friday. Please note that vendors and couriers cannot pick up checks, only University employees showing a University ID.

**Rush:** Mark this box with an "x" if you would like the payment rushed. You do not have to pick up the check if you are requesting a rush. Make sure you have clearly indicated that the check will be picked up or if it should be mailed directly to the payee or mailed to a departmental address.