

# Management Check Request

Please type or print information clearly

## Check Request Date Information

1. Date Required	2. Amount: Immediate Payment Option <input type="checkbox"/>	
3. Payee/Vendor Name	4. Check Description	
5. Purpose of the Request		
6. Management Account to Charge	7. Project Account to Charge	
<input type="checkbox"/> 90-9002-501 Community Outreach	<input type="checkbox"/> 009.040.0001 Community Outreach	
<input type="checkbox"/> 90-9003-501 Memorials	<input type="checkbox"/> 009.001.0001 Corporate Costs	
<input type="checkbox"/> 90-9004-501 Donations	<input type="checkbox"/> 009.040.0005 Donations	
<input type="checkbox"/> 90-9018-501 Employee Relations	<input type="checkbox"/> 009.001.0001 Corporate Costs	<input type="checkbox"/> 009.003.0000 Respect Committee Costs
	<input type="checkbox"/> 009.016.0006 Technology Enhancement Fund-Scientific Gatherings	
<input type="checkbox"/> 90-9019-501 Flowers	<input type="checkbox"/> 009.001.0001 Corporate Costs	
<input type="checkbox"/> 90-9033-501 Operating Expenses	<input type="checkbox"/> 009.001.0001 Corporate Costs	
<input type="checkbox"/> 90-9034-501 Staff Functions/Meals 100%	<input type="checkbox"/> 009.001.0001 Corporate Costs	<input type="checkbox"/> 009.010.0001 Lobbying – Federal
	<input type="checkbox"/> 009.001.0004 CEO Meals & Entertainment	<input type="checkbox"/> 009.010.0002 Lobbying – State
	<input type="checkbox"/> 009.002.0001 Annual Awards Program	
	<input type="checkbox"/> 009.016.0006 Technology Enhancement Fund – Scientific Gatherings	
	<input type="checkbox"/> 009.016.0017 Technology Enhancement Fund – McCormick Travel	
<input type="checkbox"/> 90-9034-502 Staff Functions/Meals 50%	<input type="checkbox"/> 009.001.0000 Unallowable Travel	<input type="checkbox"/> 009.010.0001 Lobbying – Federal
	<input type="checkbox"/> 009.001.0001 Corporate Costs	<input type="checkbox"/> 009.010.0002 Lobbying – State
<input type="checkbox"/> 90-9040-501 Auto Fuel/Insurance	<input type="checkbox"/> 009.001.0001 Corporate Costs	
<input type="checkbox"/> 90-9050-501 Unallowable Travel	<input type="checkbox"/> 009.001.0001 Corporate Costs	<input type="checkbox"/> 009.010.0001 Lobbying – Federal
	<input type="checkbox"/> 009.010.0001 Lobbying – Federal	<input type="checkbox"/> 009.010.0002 Lobbying – State
	<input type="checkbox"/> 009.010.0002 Lobbying – State	
	<input type="checkbox"/> 009.016.0006 Technology Enhancement Fund – Scientific Gatherings	
	<input type="checkbox"/> 009.016.0017 Technology Enhancement Fund – McCormick Travel	
<input type="checkbox"/> 90-9055-501 Unallowable Costs	<input type="checkbox"/> 009.001.0001 Corporate Costs	<input type="checkbox"/> 009.010.0001 Lobbying – Federal
	<input type="checkbox"/> 009.003.0000 Respect Committee Costs	<input type="checkbox"/> 009.010.0002 Lobbying – State
	<input type="checkbox"/> 009.002.0001 Annual Awards Program	
	<input type="checkbox"/> 009.016.0006 Technology Enhancement Fund – Scientific Gatherings	
<input type="checkbox"/> 90-9062-501 Insurance	<input type="checkbox"/> 009.001.0001 Corporate Costs	

## Staff Functions/Meals

Attach complete listing of attendees and affiliations

8. Did this meal/function allow employees to extend their workday beyond the traditional 8-hour workday (i.e., working lunch)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Was this meal provided to employees who were working overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Were any customers, potential customers, or vendors in attendance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Was meal while in travel status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Does this request involve any connection with a political activity (550066) (e.g., payment to a political campaign, party, committee, organization or payment that is indirectly connected to, sponsoring or promoting a political official or organization)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Management Check Request – Instructions

1. Enter the date the check is required.
2. Enter the total amount of the check requested. Check if immediate payment required.
3. Enter name of payee/vendor.
4. Enter a description for the check.
5. Enter the purpose of the request.
6. Check the management account to be charged. Account descriptions provided below.
7. Check the appropriate project account code associated with the selected management account to be charged.
8. Did this meal/function allow employees to extend their workday beyond the traditional 8-hour workday (i.e., working lunch)? – Check the appropriate Yes or No box.
9. Was this meal provided to employees who were working overtime? – Check the appropriate Yes or No box.
10. Were any customers, potential customers, or vendors in attendance? – Check the appropriate Yes or No box.
11. Was meal while in travel status? – Check the appropriate Yes or No box.
12. Does this request involve any connection with a political activity (550066) (e.g., payment to a political campaign, party, committee, or organization or payment that is indirectly connected to, sponsoring or promoting a political official or organization)? – Check the appropriate Yes or No box.

### Account Descriptions

**Community Outreach:** Contributions to community organizations that are not tax deductible. Organization is a “for profit” organization or goods/services are received in exchange for the contribution.

**Memorials:** Donations to organizations in memory of deceased individuals.

**Donations:** Contributions to organizations that are tax deductible. Organization is a non-profit organization and no goods/services are received for the donation.

**Employee Relations:** Expenses related to employee morale.

**Flowers:** Expense for flowers sent to individuals.

**Operating Expenses:** Expenses incurred for operations that are not chargeable to the contract, i.e., water, coffee, etc.

**Staff Functions/Meals 100%:** Meals and entertainment costs not chargeable to the contract, employee celebrations, holiday parties, etc.

**Staff Functions/Meals 50%:** Meals and entertainment costs not chargeable to the contract, unallowable travel meals, business meals with vendors, customers.

**Auto Fuel/Insurance:** Fuel and insurance expense applicable to the corporate vehicle.

**Unallowable Travel:** Travel expenses not chargeable to the contract.

**Unallowable Costs:** Miscellaneous expenses not chargeable to the contract.

**Insurance:** Excess insurance not chargeable to the contract.