Business Operations Center
Workflow Automation Application
Check Request

University *of* California
Agriculture and Natural Resources

Check Request

- **ADD LINK TO WFA SYSTEM wfa.ucanr.edu**
- To Initiate/Submit a Form: Left menu -> select Business Operations -> Check Requests
- To be used to submit invoices for payments of utilities, disposal, communications, metered mail, or other reimbursements to the county.
- To be used for Honorarium payment requests, Fellowships/Scholarships/Stipends payments, or Entertainment Vendor Requests, including Facility Use Agreements.
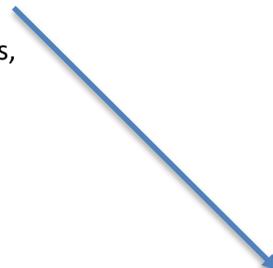
Page 1

- Select type of Check request
- Enter Vendor Name, Phone Number and Address.
- If mailing address is the same, click the radio button. If not, enter mailing address.

Check Requests   [Print] ⊗

Payee or Vendor Information

Check Requests*
[dropdown]

Name*
[ ]

Phone Number*
[ ]

Address Line 1*
[ ]

Address Line 2
[ ]

ZIP Code*
[ ]

City
[ ]

State*
[dropdown]

☐ Is your mailing address same as the address above?

Mailing Address Line 1*
[ ]

Mailing Address Line 2
[ ]

Mailing Address ZIP Code*
[ ]

Mailing Address City
[ ]

Mailing Address State*
[dropdown]

Page 1 continued

- Submitter name is pre-populated.
- Enter submitted type (staff, PI, County Director)
- Enter approver
- Answer last two questions Yes/No

Submitter Name*

Kiran Maheshwarapu

Submitter Type*

Staff

Is this request for sponsored project?*

○ Yes Principal Investigator Name*

  David Le... ✕

○ No

If account to be used is an award, indicate Yes and enter the name of the PI.

Is payee a current or emeritus UC employee?*

○ Yes
● No

These fields will usually be NO. Are applicable for Honorarium use

Save As Draft

Submission Date

Department*

966054 - UCCE TULARE COUNTY

Identify Your Approver*

Karmjot Randhawa ✕

Enter and select the name of the approver (i. e. County Director, SWP program Director)

Is the payee a UC Student?*

○ Yes
● No

Continue

Page 2

- Select the type of vendor. Use *Other* except when submitting Honorarium or Fellowship/Scholarship Check Request.
- Select payment information according to the payment type.
- Enter detailed business purpose. If Honorarium, enter even/lecture information. If Scholarship, enter the name of the scholarship.
- **Enter vendor email address on the Special Instructions Field** in addition to any additional information needed.

- Enter specific information: date the invoice was received; invoice or receipt number; description of items purchased; vendor name and amount.
- Add additional lines as needed.
- Total Pay/Reimburse amount will add amounts from all lines.

Page 3
- Complete this page if using the form for an Entertainment Vendor Check Request. (Normally this vendor type will be paid with the Travel Corporate card. Use this Form if vendor does not accept Credit card).
- Select entertainment type and event description.

Check Requests

Check Requests

Event Information

Type of Entertainment (Check applicable boxes)

- ○ Breakfast
- ○ Lunch
- ○ Dinner
- ○ Light Refreshments
- ○ Buffet Reception
- ○ Other - Please specify:

Event Description

- ○ Cooperative Extension Public Education Meeting
- ○ Search/Interview Committee for UCCE Position
- ○ Faculty/Staff meeting - (light refreshments only)
- ○ Administrative meeting directly concerned with the welfare of the University.Meals are an integral part of the business meeting and not for personal convenience
- ○ Facility Use Agreement Only(no food service)

Page 4
- Enter account(s) to charge. Use plus circle if more than one account.
- Total Amount needs to be equal to total amount to pay/reimburse on page 2
- Upload required invoice, receipts or any additional backup documentation.

Check Requests

Account Information

Action	Account to charge	Amount
➕ ✖		$

Total Amount Due: | $ 0 |

Attach supporting documents(if any)

⬆ Drag and drop files
or click here

Page 5

- Complete this page if check request is for a Scholarship/Fellowship. Please include information and description of the Scholarship or Fellowship.
- Select SUBMIT, green button

Check Requests

Fellowships are reserved for individuals who are students

Student ID # UCD Only

Quarter/Year

Name of Fellowship

Special Instructions

FIRST TIME PAYEES ARE REQUIRED TO SUBMIT A W-9 FORM.
Payments to UCD employees will be processed through payroll as a one-time payment after receipt of approval in accordance with campus policy

Approver Page

- To Approve a Form: Left menu -> select the Pending Approvals menu. Click View next to the form.
- Principal Investigator approves if account used is an award

Tasks By Me	Completed By Me	Pending Approvals
24	32	0
This Month	This Month	This Month

Check Requests   Print ⊗

Kiran Maheshwarapu   ↕

Update Assignee

- 🟢 Request Details-1
- 🟢 Request Details-2
- ⚫ Approvals

Approvals

Principal Investigator   Date

Kiran Maheshwarapu

Principal Investigator or Advisor Comments

✓ **Initiator**
  Submitted
  Maria Fernandez Terrasa
  06-25-2021 12:47

🟡 **Principal Investigator**
  In Progress
  Kiran Maheshwarapu

○ **Director/Supervis**
  Not Started

○ **BOC Processor**
  Not Started

○ **Payroll Assistant**
  Not Started

Approver Page

- To Approve a Form: Left menu -> select the Pending Approvals menu. Click View next to the form.
- Director approves and adds comments as needed.
- BOC Processor reviews, submits check request in KFS accounting system, approves, and enters the KFS Document # in the comments section. This is the submitter's confirmation the task has been completed.