

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services  
Subject: Request for Special Checks  
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**Special Checks Issued by the UM-Dearborn Cashier's Office**

Special checks can be issued under extenuating circumstances, for vendor payments under \$200.00 (where no purchase order exists). The [Request for Special Check](#) form must be completed and submitted to the Cashier's Office by 3:00 p.m. the day before the check is required. Appropriate documentation (e.g. vendor's invoice) must accompany your request. When completing the form, pay special attention to explaining why payment cannot be made through normal purchasing channels. THE CASHIER'S OFFICE IS NOT AN ACCOUNTS PAYABLE DEPARTMENT AND USE OF "SPECIAL CHECKS" SHOULD NOT BE USED TO CIRCUMVENT THE PURCHASING SYSTEM. Departments frequently using Special Checks for routine purchases will be notified by Financial Services to use normal purchasing channels.

All personnel payments must be processed through the Dearborn Human Resources Office and Ann Arbor Payroll using the appropriate personnel document.

Further information is available by contacting Robert Gassel at 593-5410.