The following policy outlines appropriate use of the AP Check Request Form for procurement of goods or services.

Most purchases should be procured in the eProcurement application; however, eProcurement cannot accommodate certain types of purchases and payments. For these exceptions, use the AP Check request process as the means of payment. The list below identifies the only goods and services eligible for payment via check request. For guidance on the appropriate procurement method, please email checkrequest@vanderbilt.edu for assistance. Payment terms will default to immediate pay unless specified by terms on an invoice/documentation.

The following items can be acquired using the AP Check Request Form:

- 3rd Party Clinical Services (Imaging, Testing, Dialysis)
- Advertising Costs (Non-Agency Contracts)
- Awards
- Catering Services/Banquets/Meetings/Event Hosting
- Contributions/Donations/Sponsorships
- Consultants (Total Engagement Less Than $5,000-External Consultant Form required)
- Employee Assistance/Patient Assistance/Hardship Fund Payments
- Florists/Gifts
- Group Travel
- Honoraria
- Insurance
- Insurance & Patient Refunds
- Medical Transport
- Musicians/Performers/Theatre Groups (VU Performing Artist Agreement required)
- Non-employee Travel & Expense Reimbursement/Payments
- Organ Procurement
- Petty Cash
- Photographers (Major Events/Ongoing Engagements Require a Purchase Order)
- Postage
- Professional Licensure/Registry/Certification/Memberships/Training
- Registration Fees
- Risk Management
- Royalties
- SEC/NCAA Officials and Other Game/Judging Related Services
- Settlements/Attorneys/Legal Services
- Speakers/Lecturers (VU Speaker Agreement required)
- Subcontract Payments
- Subject/Teacher Participation
- Subscriptions/Books
- Taxes
- Tuition Assistance
- Utilities
- Workers Compensation
- All other payments for services where the total cost of the engagement is less than $5,000. See next item for exclusions.

Payments specifically excluded from being acquired through the use of an AP Check Request form:

- Professional services that involve the delivery of intellectual property such as software programming or research.
- Leasing/rental arrangements/agreements of any type.
- Temporary labor/Staffing services, including direct engagement not through an agency.
- Payment for construction services.