

Office of Financial Services
Memorandum

To: RFC Users

From: Ken Pifer, Controller

Date: June 16, 2008

Subject: **Changes to Request for Check (RFC) Form and Process**

It is periodically necessary to revise financial forms, and on July 1 a revised Request for Check (RFC) form will go into effect. The revisions were made based on user feedback and requests, and will serve to clarify options related to California nonresident withholding, facilitate changes in the processing of new vendors, and prepare for anticipated future changes in payment processing.

The following is a summary of key changes incorporated into the new RFC form (see attached):

- A new checkbox has been added: "Send Attachments with Check."
- Joint Science has been added as a distinct entity.
- Pay to and Mail to fields were lengthened to 100 characters.
- The SSN/TIN field was removed for security purposes.
- The vendor number field was unprotected so it can be completed by preparer.
- Clarifying changes have been made to the options in Non-CA Resident Box.
- Added options to Nonresident Alien box for attachment of IRS Form W-8ECI or W-8EXP.
- A link to the Office of Financial Services website was added to obtain IRS and FTB forms.
- The "Reason for Payment" field was changed to "Business Purpose" and more characters added.
- The signature date field was unprotected so the preparer can type in the date.
- The commodity code list was updated.
- The format of the description field was changed to text.

In addition to the various changes to the form, there will be a change in procedure. Beginning July 1, the vendor ID field should be completed by the preparer. In order to support this new procedure, a vendor lookup function has been added to CUConnect. For those who do not already have access to CUConnect, new accounts may be setup with access to the vendor lookup function only. In addition, the Financial Services team that serves your institution will be able to help you find vendor numbers. For ease of use, we recommend keeping track of vendor numbers for frequently used vendors.

If a vendor does not exist in the system (there is no existing vendor ID), a New Vendor form (see attached) should be prepared and an IRS Form W-9 (see attached) should be completed by the vendor. If a W-9 form is not available, payments will be subject to backup withholding. ***Please note submission of the new vendor form concurrent with the first RFC for payment will slow down processing of the RFC. In order to facilitate timely processing of the first payment, the new vendor process should be initiated prior to the first payment, so the vendor number may be included on the RFC.*** These revisions to the process for adding new vendors were developed in response to internal control issues raised by our auditors, giving priority to the additional goal of removing the SSN/TIN field from the RFC form.

Questions and comments should be directed to ofsfeedback@cuc.claremont.edu. Thank you for continuing to work with us as we seek to improve our processes.