



## Requests for Issuance of Check (RFIC)

Lawrence Berkeley  
National Laboratory

Financial Policies and Procedures

Part I

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Primary contact:	Accounts Payable Manager

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### Summary

This policy provides guidelines for reimbursement payments to Laboratory employees and/or third parties for allowable goods and services using the Request for Issuance of Check (RFIC) process.

### Scope and Applicability

This policy is applicable to all Laboratory staff seeking reimbursement through the RFIC process. The RFIC process may not be appropriate in all circumstances. The requester should refer to the table below for guidelines.

### Policy

This policy applies to requests for reimbursement for payments of allowable goods and services that meet the requirements of the Federal Acquisition Regulations ([FAR 31.2012, Determining Allowability](#)). Requests for reimbursement must also meet the terms of DOE Contract 31, Laboratory policies, and support the mission of the Laboratory.

### Roles and Responsibilities

#### *Division Staff*

- Reviews the RFIC policy to determine if the item qualifies for reimbursement using an RFIC form
- Submits the RFIC form, if applicable, with appropriate documentation for reimbursement

#### *Accounts Payable*

- Reviews the RFIC form and supporting documentation
- Obtains vendor payee tax information from the payee, if warranted
- Reviews supporting documentation for sufficient detail
- Obtains appropriate CFO approvals
- Prepares reimbursement check

## Financial Policies and Procedures Manual

### Procedures

**Prior to making any purchase**, refer to the Procurement Department's [Step-By-Step Buying Guide](#) and the following lists to determine if the item can be purchased through the Procurement Department:

- [Employee-Vendor Conflict of Interest](#)
- [Restricted Items](#)
- [Sensitive Items](#)

If not, an RFIC may be the appropriate method (see [When to use an RFIC](#)).

RFIC purchases that could have been made using one of the methods in the Step-By-Step Buying Guide may be considered an unauthorized commitment (see Procurement Standard Practices policy 1.3 [Ratification of Unauthorized Commitments](#)).

### ***When to Use an RFIC***

If the following conditions are met, the use of an [RFIC](#) form to request payment for goods and services is appropriate and reimbursable. Incomplete RFICs will be returned to the requestor.

- Goods or services not directly billable to the Laboratory on a Purchase Order
- Payment for items required on an urgent basis (i.e., after hours)
- Purchase of goods or services not available on the [Step-By-Step Buying Guide](#)
  - For **event-related** costs; e.g., **food service, transportation services, or room rentals**
    - Submit RFIC to Accounts Payable
      - **Must provide Event ID** (from Event Approval Database)
      - Include detailed invoices or receipts

The following table provides general guidance for the use of an RFIC form. It is not intended to be a comprehensive list of all circumstances that may apply.

## Financial Policies and Procedures Manual

ITEM	REQUIRED FORM				REQUIRED ATTACHMENTS			
	RFIC	RFIC for Payment of Honoraria/ Stipends	Off-Site Training Request	Food Service Request Form (from Event Approval Database)	Proof of Payment/ Invoice	Agenda	Attendee List (with affiliations)	Invitation Letter and/or seminar announcement (see policy)
<b>FIRST</b> determine if item can be purchased through <b>Procurement</b> or <b>eBuy</b> - or - if item is needed on an <b>urgent</b> basis (must justify) <b>Include on RFIC:</b> (1) Item description (2) Business purpose/justification								
Annuitant/Workers' Comp payments to UC (via CFO Office)	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Books/Journals/Subscriptions	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Food service (Lab-hosted meetings or conferences)	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Honoraria (see policy for all documentation requirements)	-	<b>X</b>	-	-	-	-	-	<b>X</b>
Legal/attorney fees (via Lab Counsel Office)	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Local lodging (direct bill) for guests-include Travel approval	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Meetings or conferences - Registration fees (include trip no.)	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Memberships/Dues/Licenses	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Offsite training - one form for each attendee	-	-	<b>X</b>	-	<b>X</b>	-	-	-
Passport and visa fees (via Lab IRSO Office)	<b>X</b>	-	-	-	*	-	-	-
Phone charges, internet service	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Publishing charges	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Stipends (see policy for all documentation requirements)	-	<b>X</b>	-	-	-	-	-	<b>X</b>
Supplies	<b>X</b>	-	-	-	<b>X</b>	-	-	-
Training (off-site)	-	-	<b>X</b>	-	<b>X</b>	-	-	-
Travel - local, domestic or foreign (via Travel Office) - use TREX for reimbursement	-	-	-	-	-	-	-	-

\* Kept on file in IRSO

## Financial Policies and Procedures Manual

### **Approvals**

An RFIC must include the appropriate approval from the issuing Division/Department. The RFIC approver must be included in the Laboratory's [Signature Authorization System \(SAS\)](#) and cannot be the same individual as the requester. The RFIC must be accompanied by sufficient documentation to support the purchase; i.e., original itemized receipts, itemized invoices and any other pertinent documents. Summarized receipts or invoices are not acceptable.

### **Required IRS and State Forms**

Prior to issuing RFIC payments, the Accounts Payable Department must have up-to-date tax reporting information on file. The following forms are **required**:

- LBNL W-8 Substitute - Foreign Vendor Registration **or** LBNL W-9 Substitute - Domestic Vendor Registration
- California State Withholding Exemption Certificate - Form 590 (Domestic) **or** Form 587 (Nonresident)

Contact the Accounts Payable vendor desk ([vendordesk@lbl.gov](mailto:vendordesk@lbl.gov)) to determine if the required forms from the IRS and State are already on file for a specific vendor. Should Accounts Payable need to obtain the required forms from a vendor, it may add approximately one week to the payment processing time.

### **References**

- [Cost Allowability](#) policy
- [Employee-Vendor Conflict of Interest](#) list
- [Food and Beverage](#) policy
- [Honoraria](#) policy
- [Meetings \(Lab-Hosted\)](#) policy
- [Offsite Training Request](#) form
- [Restricted Items](#) list
- [Request for Issuance of Check](#) form
- [RFIC Payments for Honoraria or Stipends](#) form
- [Sensitive Items](#) list
- [Stipends for Non-Employees](#) policy

## Financial Policies and Procedures Manual

### Contacts

- Controller
- Accounts Payable Manager

### Glossary

- **eBuy:** The Laboratory's electronic commerce ordering system for purchasing low-value catalog items.
- **Honoraria:** A payment or award granted in recognition of a short-term service (such as a lecture or discussion), on which custom or propriety forbids a price to be set.
- **Stipend:** A one-time, periodic or regular payment usually made to an individual. A stipend can either be an allowance to offset certain expenses or compensation for services. A stipend may be a one time fixed sum paid periodically (or regularly).