

Writing and Recording County Checks

Version Date	October 2026
Policies & Resources	No Official Policies & Resources
Forms	Volunteer Purchase Request ; Reimbursement Request ; Official Function Form
Contacts	Cash@uada.edu
Related Guides	No Official Related Guides

Introduction

Unlike UADA departments and other units, county offices have the ability to write checks for some purchases, although this should not be the primary payment method. In most cases, purchase requisitions or P-Cards should be used to make and/or pay for purchases. Small purchases such as for meeting supplies, some reimbursements to volunteers, and for purchases of immediately needed items may be made with a county check.

When county checks are used for approved payments or reimbursements of volunteers, the check information must be recorded in Workday using the Ad Hoc Payment process. This guide explains the criteria and mechanics of writing county checks as well as how to complete the Ad Hoc Payment process in Workday.

Allowable Expenditures for County Checks

Although county checks should be used sparingly, examples of allowable expenditures paid with county checks include:

- Office & Meeting supplies
- Demonstration supplies
- Group meals for official functions (No alcohol) when accompanied by an Official Function Form and list of attendees
- Equipment (not computers) < \$500
- Printing Services < \$500

County checks should never be used to pay or reimburse an employee or other county office, should not be used to issue refunds, and should not be used to pay grant expenses. Checks should not be written for M&O expenses which should be purchased via the requisition process. (Most M&O items are on state contract.)

Volunteer Purchases

When volunteer groups such as Master Gardeners and 4-H Clubs need meeting or fundraising supplies, etc., they should submit a [Volunteer Purchase Request](#) to the county office. If approved, the county office will determine the best purchase option such as requisition, P-Card, Amazon, or county check. Volunteers should not automatically make purchases themselves and expect reimbursement. If the use of personal funds and subsequent reimbursement is appropriate, a [Reimbursement Request](#) should be submitted to the county office within 30 days of the purchase. The request should be accompanied by a valid, legible receipt.

Writing County Checks

Normally checks are written by the Administrative Assistant and signed by the Staff Chair or District Director in the absence of the Staff Chair. The person writing the check should make sure all supporting documents are legible and accounted for before the check is written. Those signing the check should verify the supporting documentation and justification for the check.

To be considered valid, receipts should contain the following legible information:

- (1) Date of transaction
- (2) Name of vendor and when applicable, customer name
- (3) Quantity and description of items purchased
- (4) Any additional details of transactions (shipping taxes etc.)
- (5) Method and date of payment

Examples of other supporting documents include a signed [Official Function Form](#), list of attendees (if food was purchased), and a [Reimbursement Request](#) from volunteer, if appropriate. A copy of the check will also be needed to submit the transaction in Workday.

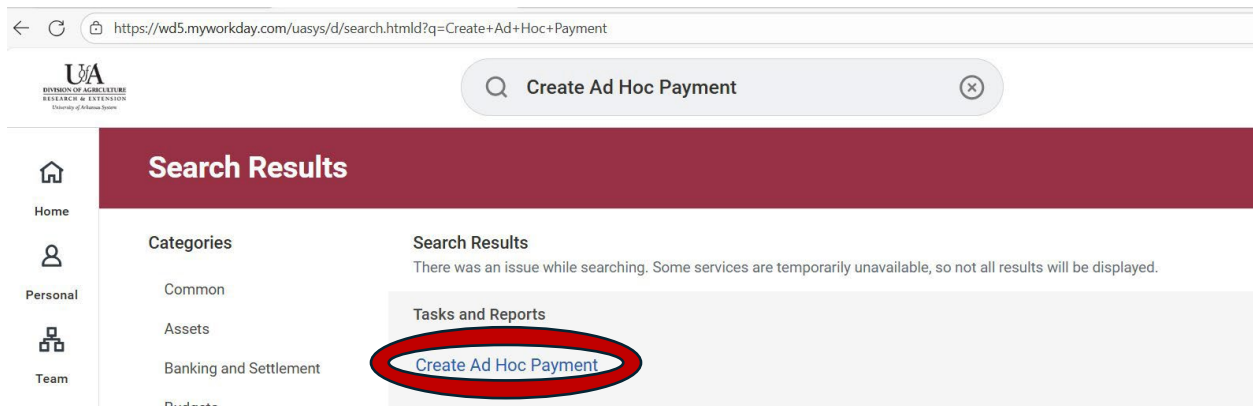
Depending on procedures adopted by the county office, checks may only be written periodically. For example, some offices only write and/or sign checks on Fridays. Personnel are not required to write checks daily or upon demand by employees or volunteers. It is important to set and communicate expectations to avoid misunderstandings.

Checks can be mailed or picked up at the Extension office.

Creating an Ad Hoc Payment in Workday

When county checks are issued, the information must be entered in Workday through the Ad Hoc Payment process. *It is best to create the Ad Hoc Payments as soon as possible after checks are issued, or at least weekly.*

Log in to Workday and type **Create Ad Hoc Payment** in the search bar and select Create Ad Hoc Payment from the Search Results.



1. In the **Bank Account** field, enter UADA. Then select **UADA/CES Arvest County Account** from the Search results.

Create Ad Hoc Payment

Ad Hoc Payment Information

Company *

Bank Account *

Search Results (4)

- ☐ UADA | Arvest Operating Account
- ☐ UADA | Arvest Payroll Account
- ☒ UADA | CES | Arvest County Account
- ☐ UADA | CES | Southern Bancorp Crittenden County Depository

Currency *

Currency Rate Type

Currency Conversion Rate 1

Eliminate Foreign Exchange Gain or Loss ☐

Default Tax Option

Default Tax Code

Payment Date *

Payment Type *

Ship-To Address

Handling Code

Payment Details

Total Payment Amount 0

Control Total Amount 0

Tax Amount 0

Freight Amount 0

Other Charges 0

Memo

Addenda

External Reference

Tax Authority Form Type

TIN Type

Tax ID

Tax Payment ☐

Update Tax

Create Ad Hoc Payment – Left Side of Screen

Create Ad Hoc Payment	
	Ad Hoc Payment Information
1	Company * x Division of Agriculture of the University of Arkansas ...
2	Bank Account * x UADA Arvest Operating Account ...
3	* ☒ Payee x Vicki Morgan ...
4	☐ New Ad Hoc Payee
5	Currency * x USD ...
6	Currency Rate Type (empty)
7	Currency Conversion Rate 1
8	Eliminate Foreign Exchange Gain or Loss ☐
9	Default Tax Option Calculate Tax Due to Supplier
10	Default Tax Code
11	Payment Date * 02/02/2026
12	Payment Type *
13	Ship-To Address
14	Handling Code x UADA County Payments ...

- (Company) This will default to Division of Agriculture of the University of Arkansas.
- (Bank Account) Enter UADA and search; then select Arvest County Account (NOT Arvest Operating Account).
- (Payee) Search previously used name of payee here. If no results, you will need to enter a new payee. (See next step.)
- (New Ad Hoc Payee) Enter the name exactly as it appears on the check.
- (Currency) This should default to USD. If not, type in USD.
- (Currency Rate Type) Leave alone.
- (Currency Conversion Rate) Leave alone.
- (Eliminate Foreign Exchange Gain or Loss) Leave blank.
- (Default Tax Option) Leave alone.
- (Default Tax Code) Leave blank.
- (Payment Date) Enter the date shown on the check.
- (Payment Type) Enter the word Manual or search and select Manual.
- (Ship-To Address) Leave blank.
- (Handling Code) Type in County. It should pull up UADA County Payments.

Do not hit Submit yet!!

Create Ad Hoc Payment – Right Side of Screen

Payment Details	
	Total Payment Amount 0.00
15	Control Total Amount 0.00
	Tax Amount 0.00
16	Freight Amount 0.00
17	Other Charges 0.00
18	Memo
19	Addenda
20	External Reference
21	Tax Authority Form Type select one
22	TIN Type
23	Tax ID
24	Tax Payment ☐
Update Tax	

- 15. (Control Total Amount) Enter amount as shown on check.
- 16. (Tax Amount) Leave at 0.00
- 17. (Freight Amount) Leave at 0.00
- 18. (Memo) Leave blank.
- 19. (Addenda) Leave blank.
- 20. (External Reference) Enter 8-digit check number with no spaces.
- 21. (Tax Authority Form Type) Do not select anything.
- 22. (TIN Type) Leave blank.
- 23. (Tax ID) Leave blank.
- 24. (Tax Payment) Leave blank.

Do not hit Submit yet!!

At the bottom of the Create Ad Hoc Payment screen is a scrolling table with several sections including the following:

Lines
Tax
Payee Address
Settlement Bank Account
Alternate Name
Additional Fields
Attachments

You will need to complete the fields in the Lines section as described below. Use the bottom scroll arrow to move to fill more boxes to the right.

Lines 1 item

+	Order	*Company	Item	Item Description	Supplier Contract	Billable	Spend Category
+	▼	x Division of Agriculture of the University of Arkansas				☐	

Submit
Save for Later
Cancel

1. (Company) It should default based on previous entries that were entered on the information page.
2. Item - Leave blank.
3. (Item Description) Give a description of what the payment is for. In this example, it was a reimbursement for 4H meeting supplies.
4. (Spend Category) Scroll down to select spend category. Two of the most common options used are:
 - SC0013 Food & Beverage. (Must have a completed Official Function Form and attendance sheet)
 - SC0007 Other Supplies

Tax	Tax Recoverability	Tax Option
Tax Applicability 		
Tax Code 		

5. (All Tax Fields) Leave blank.

Lines 1 item

Quantity	Unit Cost	Extended Amount	Item Identifiers	Item Tags	Memo	Cost Center	Designated	Grant
0	0.00	0.00						

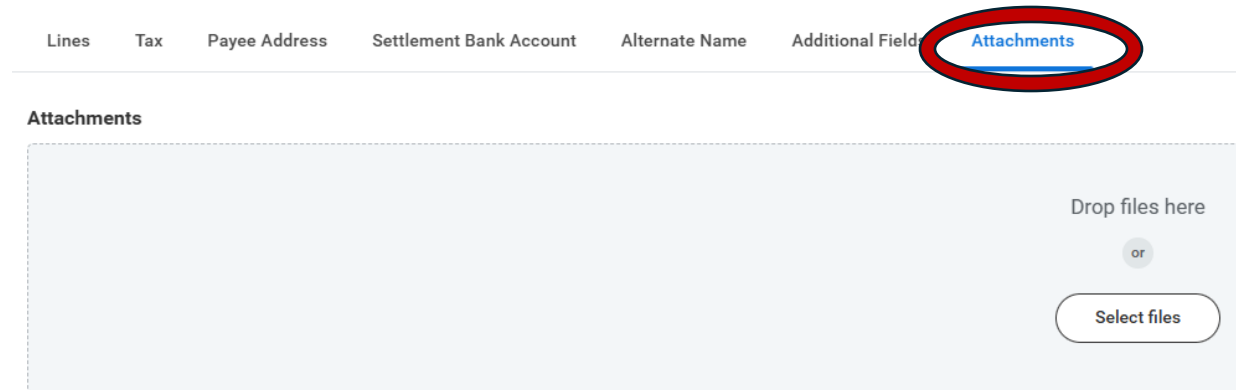
6. (Quantity) Enter 1.
7. (Unit Cost) Enter the total amount of the check.
If more than one spend category is needed, another line may be added by clicking the +.
8. (Extended Amount) This should auto populate based on Quantity and Unit Cost.
9. (Memo) Copy the information used in Item Description here.
10. (Cost Center) Enter your county's cost center code.
11. (Designated) Also known as a *driver work tag*. Enter the number that corresponds with where the money is to be deducted, such as Master Gardeners, 4-H clubs, etc.
12. Grant should be blank. This box can be hidden if needed.

Program	Project	Agency	*Fund	Additional Worktags

13. Program, project, agency, all should be blank. These boxes can be hidden if needed.
14. Additional work tags and fund will be automatically generated based on your previous selections.

Attach Documents

When all appropriate fields have been completed in the Lines section, you should attach supporting documents.



The screenshot shows a horizontal navigation bar with several tabs: 'Lines', 'Tax', 'Payee Address', 'Settlement Bank Account', 'Alternate Name', 'Additional Fields', and 'Attachments'. The 'Attachments' tab is highlighted in blue and circled in red. Below this bar, the 'Attachments' section is visible, featuring a large dashed rectangular area for file uploads. To the right of this area, the text 'Drop files here' is displayed, followed by a small 'or' button and a 'Select files' button.

Combine supporting documentation in pdf format making sure that all the pages are easy to read.

Double Check

At this point, you have entered a large amount of information. Double check all fields and attachments. Errors can cause transactions to be returned for correction, increasing processing time and delaying completion and posting in Workday. When you are confident all information is correct, click **Submit**.

Next Steps

After the Ad Hoc Payment is submitted in Workday it is routed to the Staff Chair for approval. For some spend categories, the transaction may also require review and approval by the Associate Vice President for Finance and Administration. The final approval required is that of the Fiscal Support Analyst for County Accounts. Approvers generally verify allowability of the transaction, availability of funds, and inclusion of all appropriate documentation. When all approvals are received, the transaction is processed and posted in Workday.