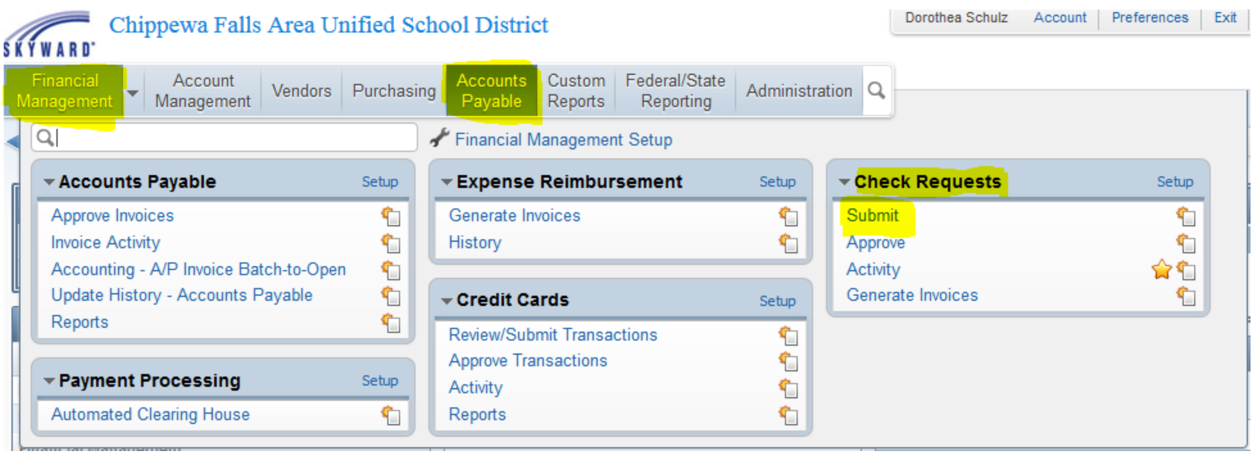
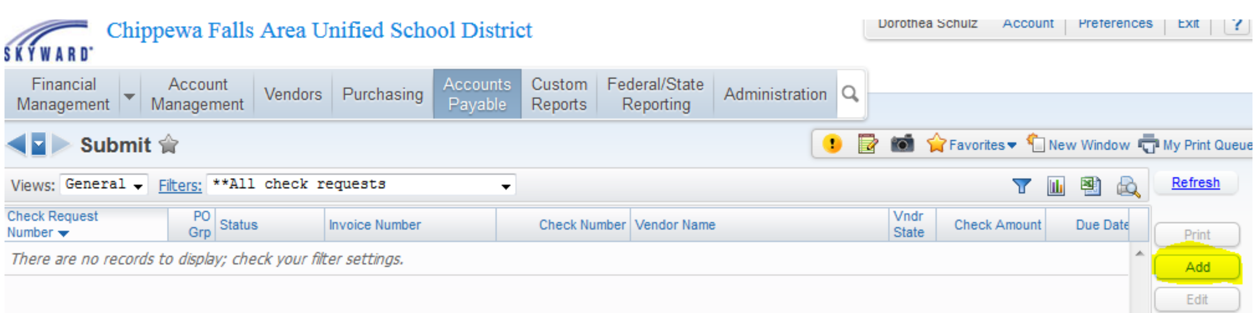
Instructions for Check Requests

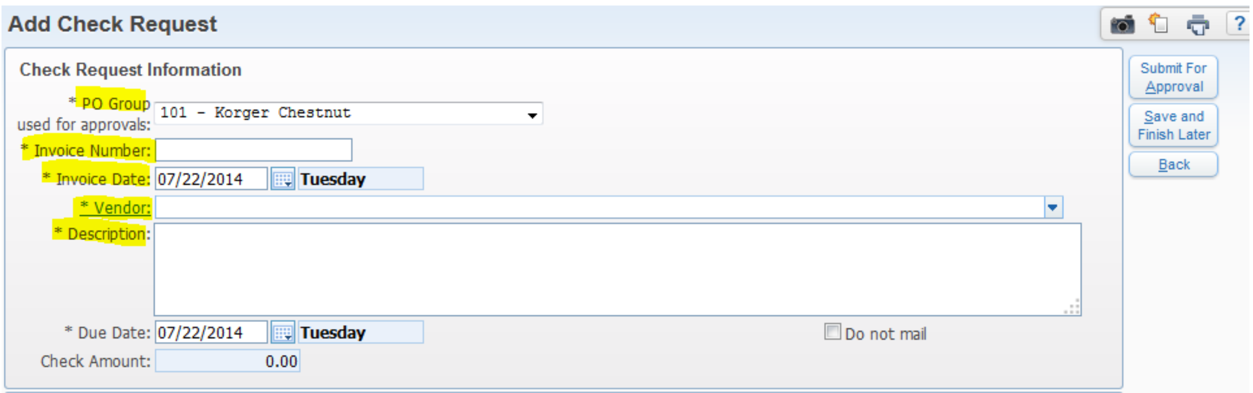
1. Go to:
   -Financial Management
   -Accounts Payable
   -Check Requests
   -Submit



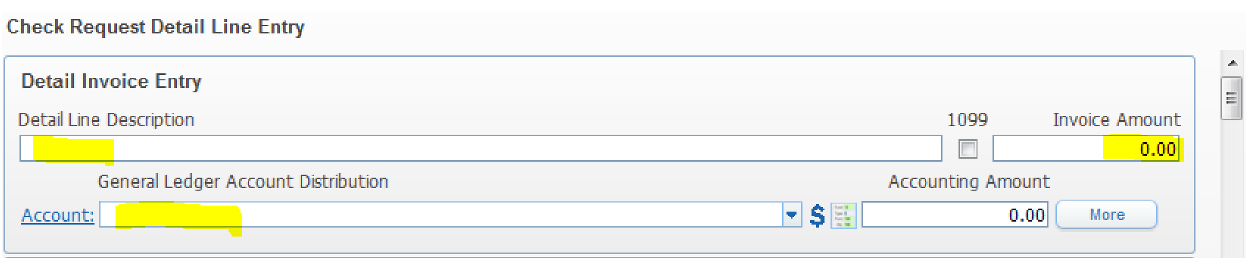
2. Select "Add"



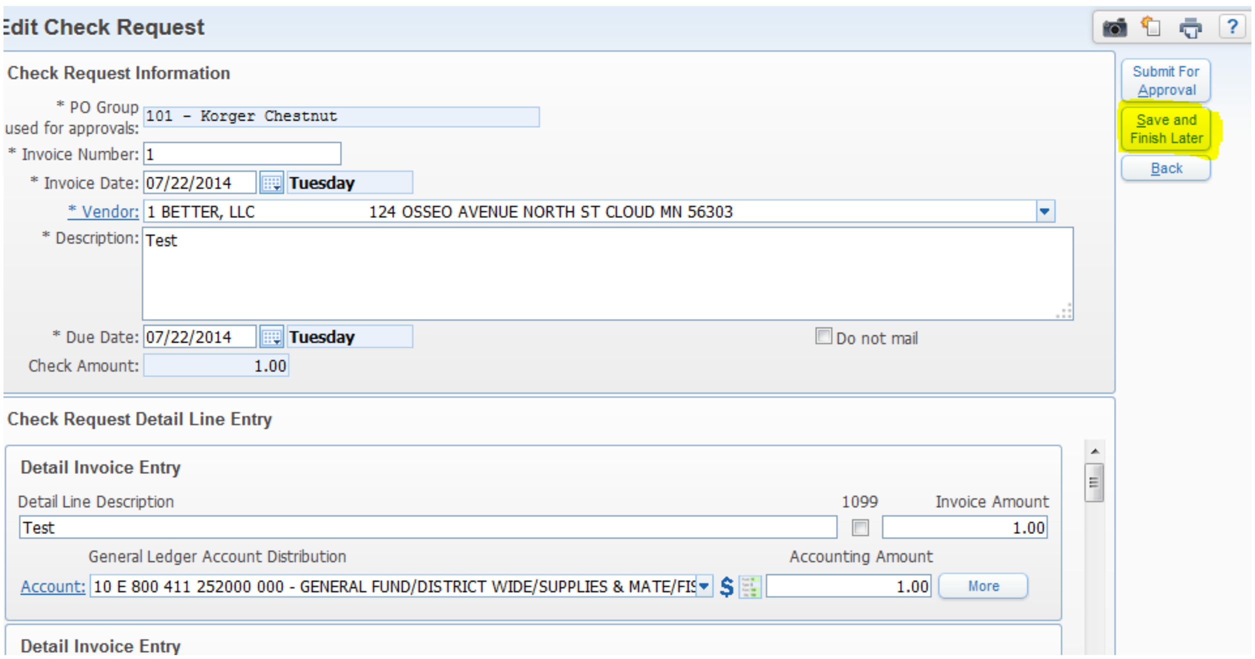
3. Enter:
   - -PO Group
   - -Invoice Number
   - -Invoice Date
   - -Vendor
   - -Description – This will appear on the Check Stub, therefore it should be brief



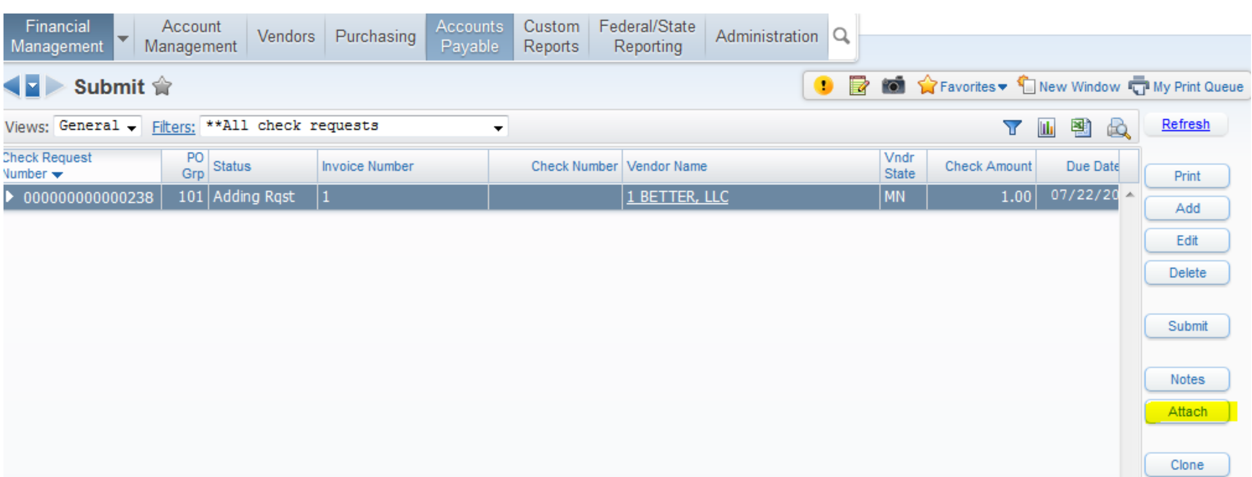
4. Add:
   - -Detail line description
   - -Invoice amount
   - -Account number

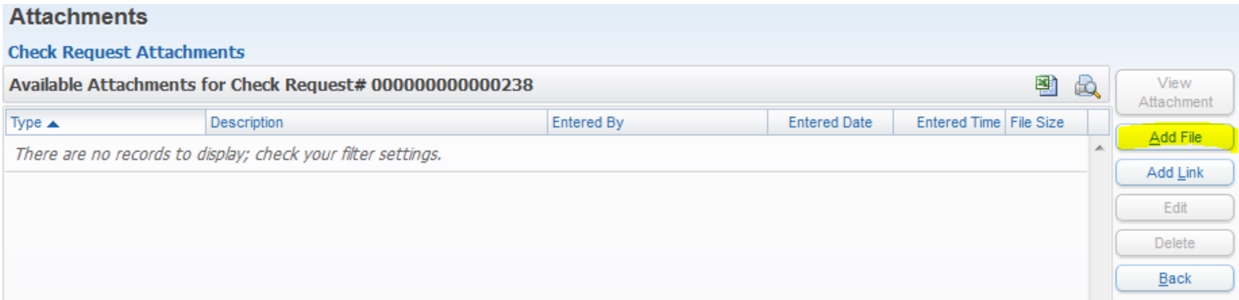


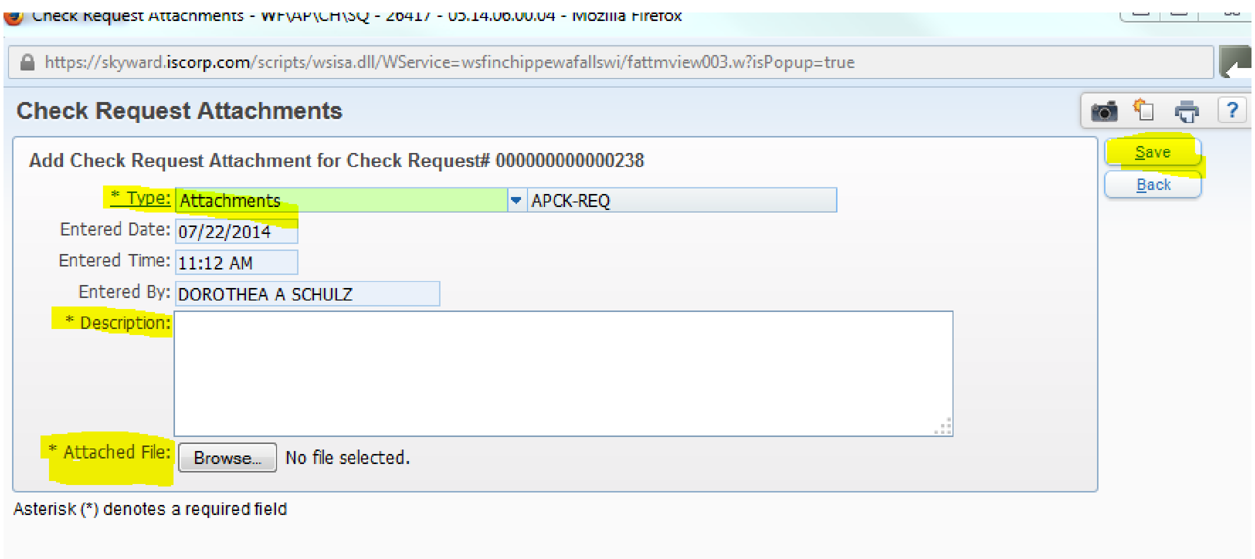
5. Once you have all items enter, select “Save and Finish Later”. This will allow you to go back to the main screen to attach any necessary documents. Please remember if the document is two sided, that both sides need to be scanned.



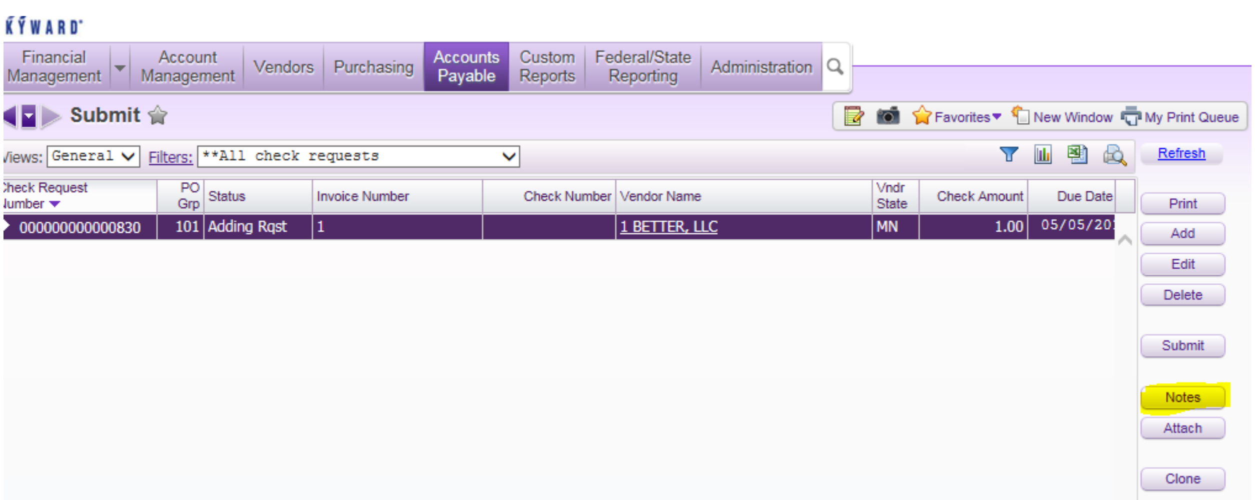
6. Attached the necessary documents (ie invoices)



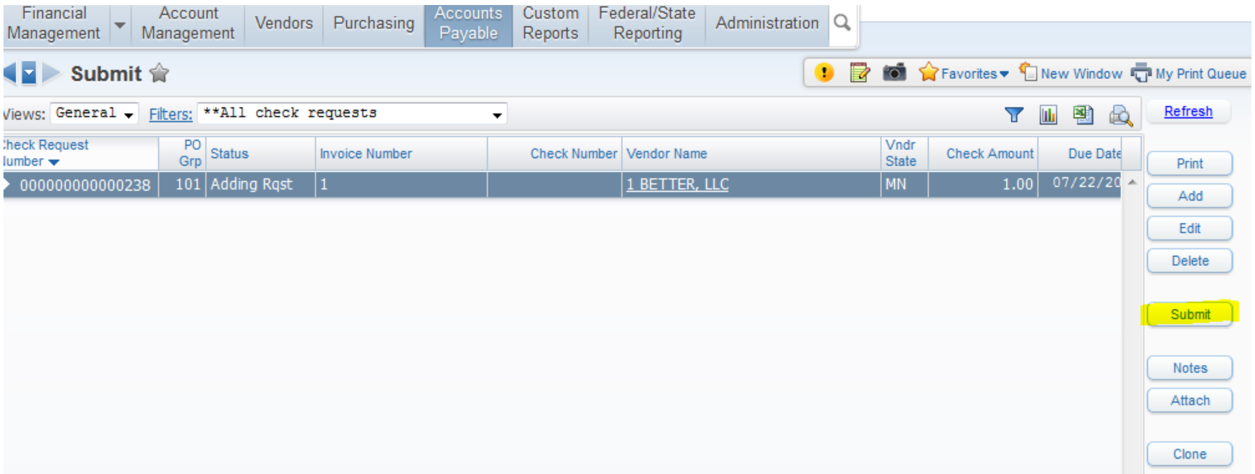




7. If there are specific instructions, i.e. “send check to HS” or “change account number”, please select Notes.



8. Once this is complete, submit the check request for approval.



If you have any questions regarding this, please contact Jessica Miller Ext. 1905.