

## Check Request Procedures

- Check requests are submitted to the Senior Accountant
- The Senior Accountant obtains the appropriate signature(s).
- The senior account forwards the check request to the Administrative Associate for review
- Once reviewed the Administrative Associate will process if all requirements have been met or return the form to the requester instructing on need actions to process the request.
- If the account number is a state account the request is forwarded to accounts payable. Accounts payable review the request based on their departmental policy. If the accounts payable requires additional paperwork the request will reroute back to the department for more information.
- If the account number is a grant account the request is first sent to contract and grants then forwarded from there to accounts payable. Contracts and grant may hold the request until they insure that grant allow for the item on the check request. They will e-mail any questions that they have or reroute the request with notes on what is needed for approval.
- Once the approval path is complete. Accounts payable will cut a check for the requested amount.

Please note that item purchased up front instead through purchase request or p-card will be sent through procurement before accounts payable approve the request.