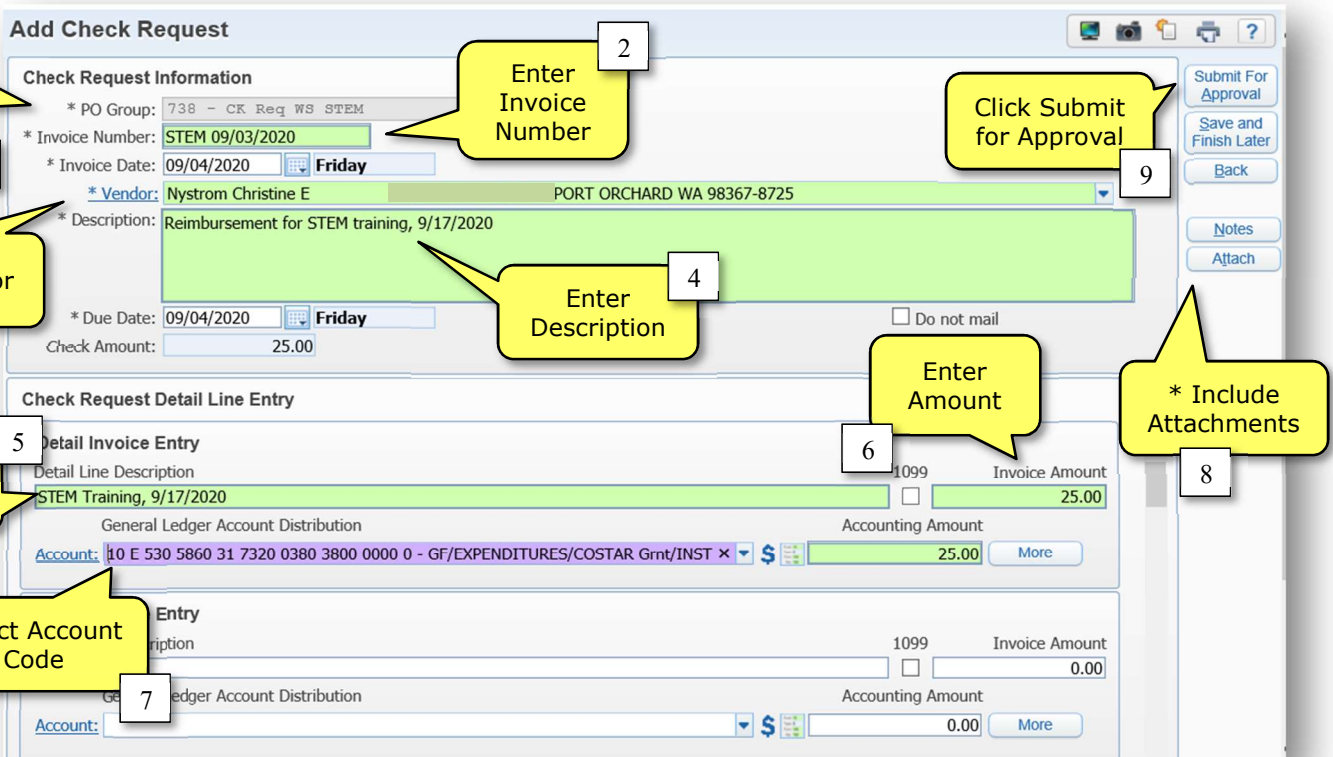


## FN – CHECK REQUESTS - SUBMIT

The Check Request option is used to request vendor payments from the Accounting Office when a PO is not available for items such as STEM training, CDL/Physicals, First Aid training, and Student FNS Account refunds. Requests are routed to the appropriate supervisors for approval. After the requests are fully approved, Accounts Payable personnel generate AP Invoices and create payments to the vendors for eligible expenses.

To begin, go to Financial Management/Accounts Payable/Check Requests/Submit and click **Add** to create a new Request

1. Verify the correct **PO Group** is selected. Example...738 - Ck Req WS STEM.
2. Enter an **Invoice Number**. Use your abbreviated alpha building code and date of expense or event/training as the invoice number (ex, STEM 09/03/2020, HR 09/01/2020).
3. Select the appropriate **Vendor** from the drop-down box.
  - Verify the vendor address is correct or the check may not be delivered properly.
  - If the vendor record is not available in the system, submit a vendor request via the Vendor module (see guide located on the district website in Staff Resources/Skyward Information/Skyward Training for details).
4. Enter a **Description** to include, what, when, where, and why. Please note that this description moves forward and prints on the check stub.
5. Type a **Detail Line Description**. Please note this description displays on reports.
6. Enter the **Invoice Amount** and tab to next data field.
7. Type or select the appropriate **Account** code.
8. Click **Attach** and include back up documentation to support the request. Examples include signed rosters, receipts, doctor's proof of physicals, student FNS account registers, etc.
9. Click **Submit for Approval** button.



**Add Check Request**

**Check Request Information**

- \* PO Group: 738 - CK Req WS STEM
- \* Invoice Number: STEM 09/03/2020
- \* Invoice Date: 09/04/2020 Friday
- \* Vendor: Nystrom Christine E PORT ORCHARD WA 98367-8725
- \* Description: Reimbursement for STEM training, 9/17/2020
- \* Due Date: 09/04/2020 Friday
- Check Amount: 25.00
- ☐ Do not mail

**Check Request Detail Line Entry**

**Detail Invoice Entry**

Detail Line Description	1099	Invoice Amount
STEM Training, 9/17/2020	<input type="checkbox"/>	25.00

General Ledger Account Distribution

Account: 10 E 530 5860 31 7320 0380 3800 0000 0 - GF/EXPENDITURES/COSTAR Gmt/INST × \$ 25.00 More

**Entry**

Description	1099	Invoice Amount
	<input type="checkbox"/>	0.00

General Ledger Account Distribution

Account: \$ 0.00 More

**Buttons:** Submit For Approval, Save and Finish Later, Back, Notes, Attach