South Kitsap School District

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.