

Finance Department Check Request Procedures

When the Purchase Order system is not utilized, it may be necessary to process a Check Request. This is paid directly from an invoice after services have been received. This is not the preferred method, but it is necessary from time to time. Below are the Check Request Procedures for you to follow if a purchase order is not possible.

1. Plan ahead and enter the check request into TEAMS (travel/reimbursement/vendor).
2. Once the request has been through the approval process you will be notified for pick up.
3. All checks (hold for p/u or return to requestor) are released on Thursdays between 2pm - 5pm and Fridays from 8am – 4pm. You will receive an e-mail from Finance once the checks are processed and ready for pick-up. **NOTE: IF CHECKS ARE NOT PICKED UP FROM THE FINANCE OFFICE BY WEDNESDAY, 8am, THE FOLLOWING WEEK, THEY WILL BE MAILED TO THE ADDRESS ON FILE.**
4. In order to receive your checks in a timely manner, ALL Check Requests (Check Request, Travel Expense, Reimbursements, etc.) must be submitted no later than each Wednesday. This ensures time for all approvals before check processing. Please see the calendar below for examples of when to enter a request and when to pick up.

For example (using the sample calendar below):

All check requests submitted by 1/6, will be ready for pick-up on Thursday the following week, 1/14.

All check requests submitted by 1/13, will be ready for pick-up on Thursday the following week, 1/21.

In summary, all checks picked-up on Thursdays will be for checks requested the prior week, not by the Wednesday of the same week. Any checks needed after the weekly check process and print will need to be requested through the appropriate Cabinet member or Superintendent.

JANUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 All Check Request Are Due	7	8	9
10	11	12	13 All Check Request Are Due	14 Pick Up Checks from 1/6	15	16
17	18	19	20 All Check Request Are Due	21 Pick Up Checks from 1/13	22	23
24	25	26	27	28 Pick Up Checks from 1/20	29	30