

CHECK REQUEST FORM CHEAT SHEET

- The newest version of the form is located at www.fortlewis.edu/Purchasing. The old form will not be accepted starting January 2014. Please update your templates.
- Incomplete or incorrect forms will be returned to the requestor for correction.
- A Check Request is only acceptable when a P Card cannot be used. You must provide a reason on the form why a P Card was not used:

Email:	<input type="text"/>		Total
Ident Contractor Information		Reason Why P-Card Not Used	Pay Method: <input type="text" value="Mail"/>
	N/A		Release Check To: <input type="text"/>
	N/A		Phone: <input type="text"/>
ation	N/A		

check requests will be returned for corrections.

ts are required. Tape on 8.5" x 11" sheet of paper in chronological order; one side only.

- If the purchase exceeds your P Card limit, contact the P Card Administrator Ian Grammatica to temporarily increase your limit.
- A Check Request can be only be used for purchases under \$5,000. A Purchase Order must be used for purchases that exceed this amount.
- If the request is urgent, please notate the urgency or deadline on the form and circle or highlight. It is recommended that you communicate with Accounts Payable and actively see the request through all necessary steps.

- Remember, it is your responsibility to ensure the request is processed in a timely manner. This is especially true in times when high volumes of requests are coming in – ie: the beginning/end of semesters and during Fiscal Year End (May-July).
- There are helpful tips located on the form (bottom left) for reference:

Incomplete or inaccurate check requests will be returned for corrections.

Original ITEMIZED receipts are required. Tape on 8.5" x 11" sheet of paper; in chronological order; one side only.

Attach extra copies of documents to be enclosed with check.

TWO (2) signatures are required on Check Requests.

- Select Payment Method by toggling the drop down box.

Pay Method:

Release Check To:

Phone:

- Only fill out the “Release Check To” and “Phone” boxes when you select the Pick Up option.
- Please be aware that Accounts Payable Direct Deposit is DIFFERENT than Payroll Direct Deposit. You must fill out the A/P Direct Deposit Authorization form with a voided check and submit to A/P. The form can be found here: www.fortlewis.edu/Purchasing.