



## INSTRUCTIONS FOR CHECK REQUESTS

Check requests are processed on a weekly schedule. Requests that are in the Accounts Payable Department at the end of the day on Tuesday will be mailed on Friday of the same week.

Multiple reimbursements to same person or vendor can be paid on the same check request to multiple account numbers. You do not need a new check request for every different account number if all are going to the same person. Identify each invoice on a separate line.

**Fully complete** all information asked for on the check request form. Incomplete check requests will be returned.

Each check request must include:

1. The date
2. The vendor number
3. The social security number for individuals performing a service (such as a guest speaker, etc.), or the employee five BYTE ID # for employee reimbursements.
4. The name and address of the company or person to be paid. Indicate if the person is a Farmington Schools employee
5. Match the account number with the type of expenditure. Charge supplies to supply accounts, consultants to contracted service accounts, etc.
6. The amount charged to the account
7. The total of all the charges
8. The specific description you want to appear on the check and in our ledger (limited to 17 spaces).  
**Just supplies is not enough!!**
9. The purpose of the check
10. If paying an invoice, include the ENTIRE original invoice. Also include the remittance copy or a copy of the invoice to be mailed with the check.
11. The name of the person requesting the check
12. The signature of the appropriate budget manager
13. Supporting documentation.\*

\*Supporting documentation includes:

Paperwork from the vendor (choose one)

- ★ The completed order blank when the check is going with the order.
- ★ The vendor's original invoice.
- ★ The registration form identifying the conference and showing costs and dates.

One of the following for reimbursement

- ★ The entire original receipt or invoice with the amount to be reimbursed marked (if the receipt is not marked paid, please also include a copy of a personal check showing the amount paid and the payee or a copy of your credit card statement showing this payment)
- ★ The ITEMIZED credit card charge slip or billing with the reimbursed amount marked.