

PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING
*****Contact your Administrative Assistant before starting this process*****

Check Requests (must be printed on **pink paper**)

- Types of expenditures that can be processed on a check request: admission fees for activity trips, annual subscriptions, conference and registration fees, membership dues, vendors that do not accept purchase orders.
- If it is a new vendor that is not currently in our vendor file, please check with the Administrative Assistant in your building for the process to add new vendors.
- A copy of the approved blue form must be attached to any check request pertaining to travel. (i.e. registration, airfare)
- A copy of the order form or invoice from the vendor must be attached for any vendor that will not accept a purchase order.
- **NO** check requests can be submitted to Central Office for processing without the proper documentation attached.
- Checks are printed once a week on Mondays unless something prevents doing so. The check request must be turned in to Central Office by 1 p.m. on Thursday of the prior week.

If you are unclear about any of these instructions, please contact the Administrative Assistant in your building or Accounts Payable at ext. 1007 or wpap@westpoint.k12.ms.us.

CHECK REQUEST FORM

DATE OF REQUEST:

VENDOR NUMBER:

VENDOR NAME:

PERSON MAKING REQUEST:

ACCOUNT NUMBER(S)	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
CHECK TOTAL	\$

INVOICE NUMBER OR REASON FOR REQUEST:

TAX EXEMPT LETTER NEEDED: YES NO

MAIL CHECK? YES NO

APPROVAL: _____

ADMINISTRATOR/DEPARTMENT HEAD: _____

DATE: _____

BUSINESS MANAGER: _____

DATE: _____

REQUESTS ARE DUE TO ACCOUNTS PAYABLE BY 1:00 PM ON THURSDAYS. CHECKS ARE PRINTED ON MONDAYS AND WILL BE RETURNED TO THE REQUESTOR ONCE PRINTED UNLESS INDICATED TO MAIL. ANY REQUESTS RECEIVED AFTER THE CUTOFF WILL BE PROCESSED THE FOLLOWING MONDAY.

*******print on pink paper*******