

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 digital leave request form must be attached to any check request pertaining to travel (i.e. registration).
- 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** requests can be submitted to Central Office for processing without the proper documentation attached.
- Indicate on the request if a tax-exempt letter is needed for the vendor
- Checks are printed once a week on Mondays unless something prevents us from doing so. The check request must be turned into 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