



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.09	Check Requests	07/01/2007	

I. Check Requests

When requesting checks, please allow three working days lead time. Allow up to five working days lead time for checks during registration and during month-end close out. All requests should be reviewed for correct coding prior to processing.

When requesting checks for persons who provide services, it is necessary for tax reporting that the individual's correct social security number and address be provided, as well as a signed independent contract. Information relating to the check request should accompany the request. Normal purchases for which we are invoiced should be processed as described in the Procurement section of this manual.