Manual Check and Check Request Processing

Accounting receives a demand for immediate check.

Accounting Assistant obtains approval to type check.

Accounting Assistant types and releases check.

Is item student refund?

yes

Accounting Assistant enters data in FRS as normal.

Next day system generated check received. Follow check replacement process (documented in check processing BPA).

no

Is appropriate for a check request and includes supporting documentation?

no

Return to department that made request and include copy of “What Form Do I Use” flowchart.

yes

Are funds available and signature appropriate?

no

Call or return to department for resolution.

yes

Accounting Supervisor assigns object code and passes on to accounting assistant for entry into FRS.

Is vendor in system?

no

Fill out new vendor request form. Forward to Purchasing for set up.

Enter data. After data entry, process follows BPA for check processing.

yes

Accounting receives a check request.

Accounting Supervisor reviews check request.

Is appropriate for check request and includes supporting documentation?

Accounting

Accounting Assistant obtains approval to type check.

Accounting Assistant types and releases check.

Are funds available and signature appropriate?

Accounting Supervisor assigns object code and passes on to accounting assistant for entry into FRS.

Enter data. After data entry, process follows BPA for check processing.

Is vendor in system?

Fill out new vendor request form. Forward to Purchasing for set up.

Next day system generated check received. Follow check replacement process (documented in check processing BPA).

no

Accounting Assistant obtains approval to type check.