Job Aid for Creating a Check/Payment Request

From the “forms” page (www.gordonstate.edu/forms) you will click on the Check/Payment Request.

The first page that will open is:

On this page you will put in the First and Last Name and Email of the person that is over the budget that will be charged for this payment i.e. the Budget Supervisor.

Example:
If you are creating a check/payment request to pay Sodexo and the payment is being charged to Academic Affairs, then the name that would go on this page would be Jeff Knighton because he is over Academic Affairs.

Once you have the name and email in the form, click the “Continue” button.

You will notice that once you get to the next page, that your name is already populated on the form as the Requested By person. This is specific to the person that opens and starts each check/payment request. All boxes that have a red * beside them are required fields and must be filled in before you can proceed to the next page.

Make Check Payable To; Current Date; Delivery Date Requested; Street Address; City, State and Zip Code; Payment Amount; Reason for Payment (be specific); and at least one Uploaded Document are all required.
Everyone should have something to upload and attach to each check/payment request i.e. registration form, invoice, hotel reservation etc… etc…
You will also need to put in the Department Name and the Department Number of where the check is to be charged.
Select if you want the check to be mailed out or if you need it to be picked up. If you choose Pick Up, you will also have to put in the name of a person that you want to be notified when the check is ready.

Once you have all required fields populated, you will click on the “Next” button.
When you type your name in the boxes on the next page, you are electronically signing the check/payment request and it goes to the next person in the approval process for their approval and signature.
If for any reason someone rejects the check/payment request, the system will automatically send it back to the previous person in the approval process. (FYI you will have to put a comment on the form before you reject it).

You will notice at the bottom of the signature page there is an Opt Out and Print link in blue.

If for some reason there are special conditions for this particular check/payment request, such as time constraints, you may need to opt out of the online approval process and print the form and walk it through for faster processing and payment. This should be a rare occasion. All check/payment requests should be done online if at all possible.

Please be sure to allow at least 10 working days for full approvals. In some instances, it could take several weeks for full processing to be completed.

Please contact the Accounts Payable office if you have any problems.
678-359-5211