

## Job Aid for Creating a Check/Payment Request

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

The first page that will open is:

**Instructions**

Before you are directed to your form, you must first provide the budget supervisor's contact information. The budget supervisor will receive an email to review and electronically sign it after the form is submitted.

**Approval Process:**

1. Enter the budget supervisor's contact information.
2. Then submit the form.
3. The budget supervisor will then review the Check Request.
4. The form will be routed based on the total amount.
  - 4a. The Controller approves all requisitions below \$5,000.
  - 4b. The Vice President of Finance and Administration approves anything between \$5,000 and \$25,000.
  - 4c. The Office of the President approves anything greater than or equal to \$25,000.
5. Once completed, a confirmation email will be sent back to you.

**Form Participants**

Budget Supervisor

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

 **Check Request Form** [Help](#)

---

Use a separate form for each payee. Receipts, invoices and/or other documentation must be attached.

Requested By: \* Penny Beverly Current Date: \*   
Make Check Payable To: \*  Delivery Date Requested: \*

Request should be made at least 10 business days in advance of delivery date.

Complete Mailing Address  
Street Address: \*  City: \*   
State: \* -- Please Select -- Zip/Postal: \*   
Payment Amount: \*

Reason for Payment: \*

Upload Documentation: \*  No file selected.  
*Files over 25 MB will not be accepted*

Upload Documentation:  No file selected.  
*Files over 25 MB will not be accepted*

Upload Documentation:  No file selected.  
*Files over 25 MB will not be accepted*

Student GCID:  On GSC Payroll?: \* -- Please Select --

**Pay From:**  
Department Name: \*  Department Number: \*

Select Mail or Pick up: \* -- Please Select --

---

Allow at least 10 business days for full approval and processing.  
The check request form is not to be used for placing orders of any kind.

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).



## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Penny	Beverly
<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)



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