

Instructions for Check Request Multiple Payees

1. Requestor completes **Check Request Multiple Payees** worksheet
 - a. Refer to the instruction tab.
 - b. Save the template as a new name using the college letter, date and description of the upload (i.e. A091420FOUNDATIONSCHOLARSHIPS.)
2. Requestor completes **Check Request** form
 - a. *Payee* and *Mail Check to* fields should state "Refer to {Insert file name assigned in #1b above}."
 - b. Accounting operations will assign a check request number.
3. **Requestor** ATTACHES the following and email the **Dean or Other Authorized Signer** for Approval
 - a. **Check Request** form
 - b. **Check Request Support-Multiple Payees** worksheet with the new file name
 - c. Other supporting documents
4. **Dean or Other Authorized Signature** Approves and **FORWARDS** the email to **ARC BSO Purchasing** email