

## Instructions for Revolving Check Request Form

1. Answer Questions 1 & 2 on top left corner of form.
  - a. If answer is YES to any of the two questions. STOP HERE. This is not the appropriate process to use. Refer to [Purchasing Methods Comparison](#) to use.
  - b. If No, proceed with Step 2.
2. Complete information for Vendor Name and Address.
3. Description of Items - Provide detailed information and price of items to purchase. Note: Maximum Amount cannot exceed \$1,000.00.
4. Provide Valid budget number/s and allocation of amount per budget line.
5. If using a Categorical budget Fund 12 you must type in the categorical information (Program Name, Project Grant Number and Program Goal/Explanation) and get approval from the Program Director/Coordinator
6. Attach all supporting documents for purchase or items to pay (i.e. receipts, quotes, etc.)
7. Enter Requestor Name, sign and date
8. Enter Department Dean/Manager Name
9. Submit to Dean/Manager for approval.
10. Dean/Manager will forward Revolving Check Request form, and all supporting documents to ARC BSO Purchasing email.