



Accounts Payable Check Request Guide

1. Prior to submitting the Accounts Payable Check Request Form, review the [qualifying items for check request](#) to make sure the items are allowed to be processed via check request. Go to the [Accounts Payable Check Request form page](#) and complete the relevant sections. All fields with * are required.

Accounts Payable Check Request Form

SECTION 1 - PAYEE INFORMATION

* Payments payable to: Faculty/Staff/Student Vendor

Vendor Number: * Vendor Name: * CWID:

* Address:

* City: * State: * Zip:

* Category:

SECTION 2 - CHECK HANDLING INSTRUCTIONS

Invoice Number: Invoice Date: * Invoice Amount:

Invoice Description:

Check Handling Instructions:

2. The Requester, Requester Email, and Requester Ext. are automatically populated based on the credentials of the person initiating the check request. These fields can also be manually updated if necessary.
3. The Approver, Approver Email, and Approver Ext. are entered manually by the person initiating the check request. This should be an authorized approver of the department per the delegation of authority (DOA), which is located in the OBIEE dashboard. Reviewer Email is optional and may be entered if the requester wants to submit the check request to someone for review prior to approval.



- Complete the following chartfields as necessary: **(a)** account number (based on category selected), **(b)** fund, **(c)** department ID, **(d)** program code, **(e)** class code, **(f)** project ID.

SECTION 3 - APPROVALS

* Requester: * Requester Email: * Requester Ext:

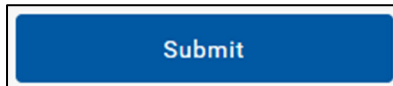
Reviewer Email (Optional):

* Approver: * Approver Email: * Approver Ext:

* Account: * Fund: Department:

Program: Class: Project:

- After completing all relevant information, click the Submit button at the bottom of the page.



- After submission, a confirmation window will appear.

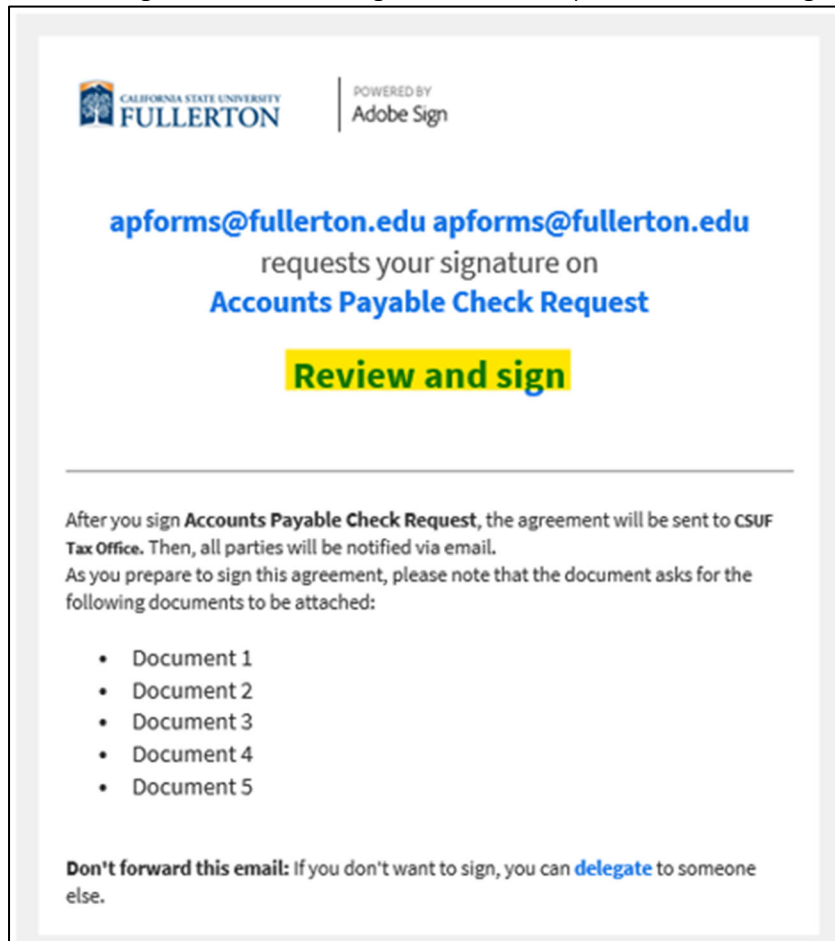
Submission Confirmation

Thank you for submitting the Accounts Payable Check Request. The requester email address will receive an email from Adobe Sign to complete and sign the form.

i After the check request has been approved in Adobe Sign, please email ap@fullerton.edu the check request number (DP#) and the vendor name so the completed check request can be processed.




- 7. An email from apforms@fullerton.edu is sent to the requester's email, asking for review and signature on the check request. Clicking the "review and sign" link will take you to the Adobe Sign webpage.



- 8. The PDF copy of the Accounts Payable Check Request form is imported into Adobe Sign, where the form can be updated for any necessary changes as a result of the review.

Accounts Payable Check Request

Start  CALIFORNIA STATE UNIVERSITY FULLERTON Finance Services <http://finance.fullerton.edu> ACCOUNTS PAYABLE CHECK REQUEST FORM REFER TO INSTRUCTIONS TO COMPLETE THIS FORM DP 202177

INSTRUCTIONS

- 1) Use the link to view approved categories.
[Click on link to view approved categories.
https://adminfin.fullerton.edu/finance/ap_travel/documents/ap_documents/QualifyingItemsForCheckRequests.pdf](https://adminfin.fullerton.edu/finance/ap_travel/documents/ap_documents/QualifyingItemsForCheckRequests.pdf)
- 2) Payment will **only** be issued on an approved category listed as a direct payment (no purchase order required.) All required information must be provided and original invoice, order form, renewal notice or other appropriate documentation must be attached. Submittals without appropriate documentation as outlined above will be returned to the department.
- 3) Use one Check Request Form per invoice. Services are not permitted on this form.
- 4) Person requesting this Check Request certifies that he/she has requesting authority for the Fund and Department listed.
- 5) Person approving this Check Request Form certifies that he/she has signature authority for the Fund and Department listed. (Responsible person for the Fund and Department, College Financial Manager, Division Financial Manager, Division Head)
- 6) Submit the approved Check Request Form to CP-300 for processing.
- 7) All check requests submitted that is not on the approved category list will be returned to the department. For questions on direct payment, please contact: ap@fullerton.edu

SECTION 1 - PAYEE INFORMATION

Vendor Number (if known) _____ CWID 88888888

Vendor Name * Tuffy Titan

Remit to Address * 800 N. State College Blvd.

City * Fullerton State * CA Zip Code * 92831

Qualifying items include:
Category: * VIRTUAL CONFERENCE REGISTRATION- Preferred method through pcard (Virtual Conference must be stated on registration or prov...)



9. After reviewing in Adobe Sign, select the “*Click here to sign” field and enter the current date.

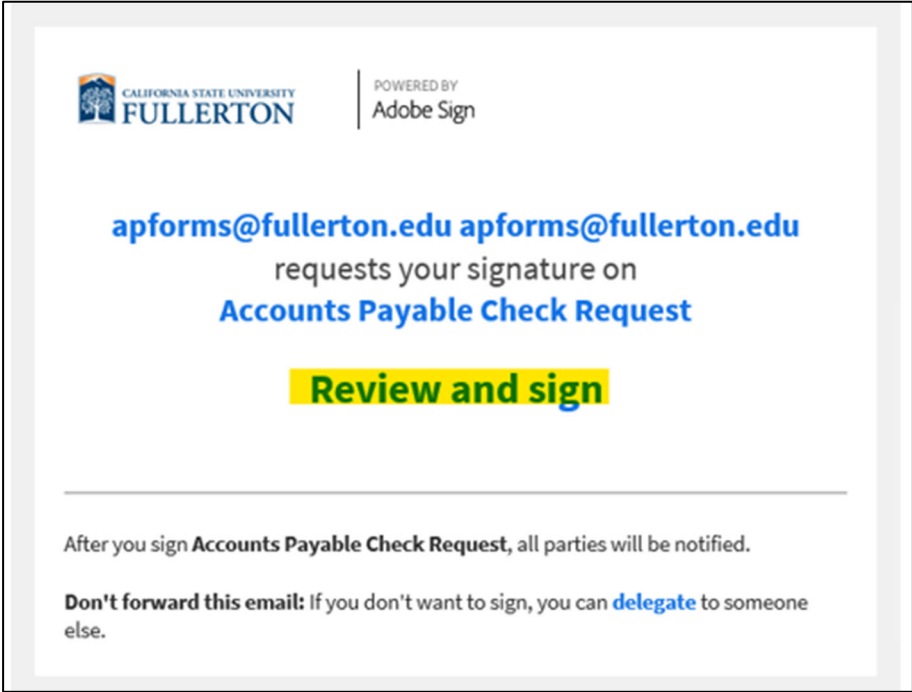
10. Select the “*Click to Attach Document 1” to attach files to support the check request submission. A minimum of at least one attachment is required. Attach all the necessary documents for processing. If the attachment includes copies of invoices and other documents, ensure that the documents are appropriately signed and approved per DOA (e.g. membership justification form, CSUF invoice form, etc.). Documents can either be attached separately or combined into one attachment.

11. After completing all relevant sections, click on the checkbox to agree to the Terms of Use and the Click to Sign button.

12. After electronically signing in Adobe Sign, the check request will be routed to the approver’s email address, and the notification below will appear on the webpage. If a reviewer’s email (optional) was provided, the check request will be routed to the reviewer first and then to the approver. Note that the reviewer will not be able to modify the form nor add attachments to the file. The reviewer may assign the reviewer role to somebody else by selecting the delegate option from the email or through the drop-down option in Adobe Sign. If the reviewer declines to approve the check request, the preparer will have to complete another check request form from the beginning in order to proceed.



13. The approver will receive the email below for their review and signature.

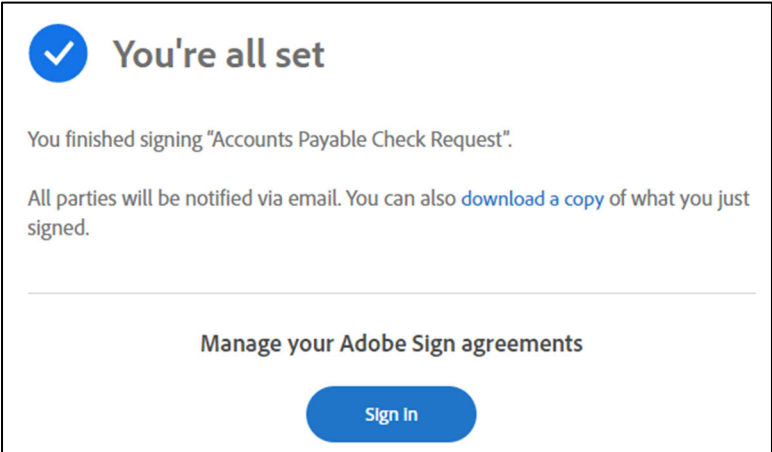


14. Only the following fields can be updated by the approver: (a) Approver Name, (b) Approver Ext., and (c) Date. The approver will need to select “*Click here to sign” and then enter the date.

The approver will be asked to select the checkbox to agree to the Terms of Use and the Click to Sign button.

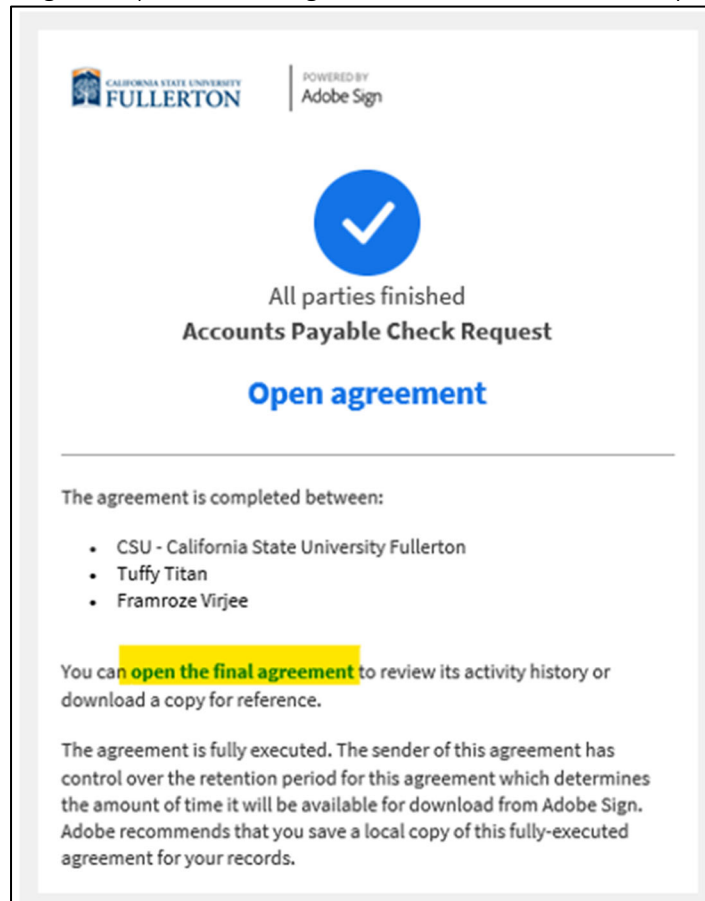


15. After approval of the check request, this window will appear for the approver in Adobe Sign.

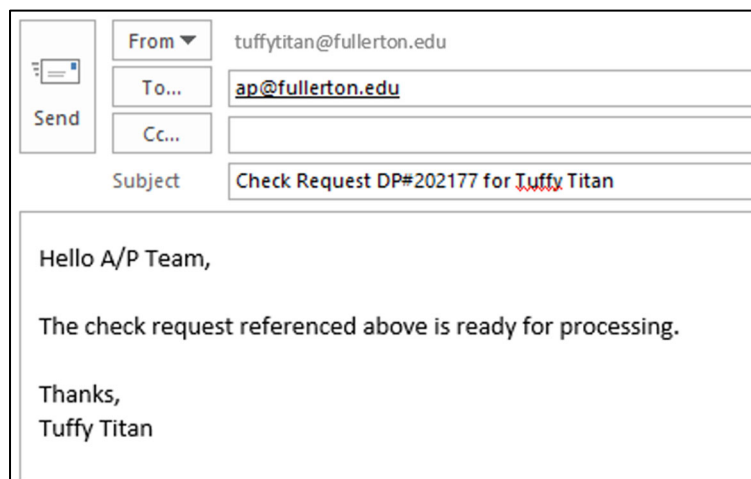




An email notification will be sent to the email address of the preparer, approver, and apforms@fullerton.edu. The submitted check request and attached supporting documents may be downloaded by selecting the “open the final agreement” link in the email for your records.

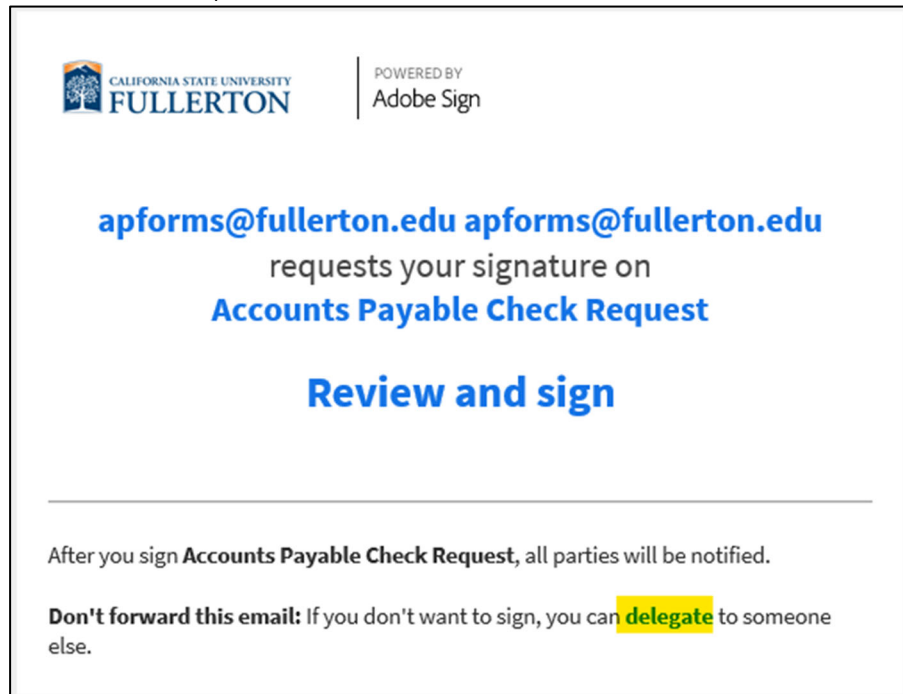


16. Send an email to ap@fullerton.edu to indicate that the check request form has been completed and is ready for A/P processing. The subject line should include the check request’s assigned DP# and the vendor name. The A/P team will contact you if additional documents are required or if the check request needs to be resubmitted.

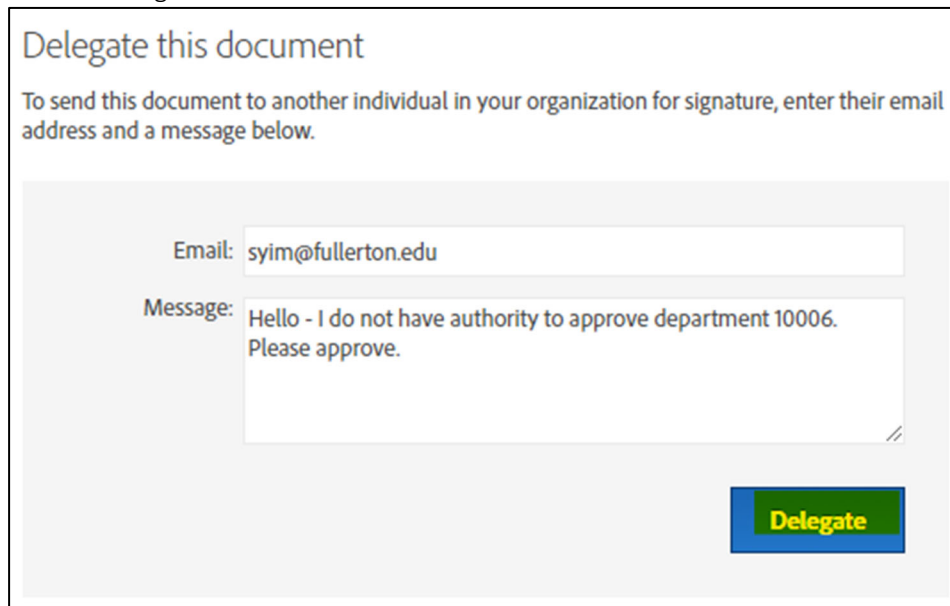




17. When the approver indicated on the check request is not an authorized signatory of the department, that person can delegate the Adobe Sign request to an appropriate approver by clicking on the “delegate” link on the email they received.



They can enter the email address of an appropriate approver and include a short message to provide the reason for the delegation.



If you have any questions, please contact Accounts Payable at ap@fullerton.edu.