**Synopsis**

This standard operating procedure (SOP) describes the steps needed in order to process a manual check request. The manual check request is approved by management.

**Systems Needed**:

Manual Check Form

**Internal Departments Impacted**:

Payroll

Accounting

Employees

Human Resources (HR)

1. Use Check Request form located at the desk of the Payroll Specialist. 
2. Enter your information on the check request form.
	1. Put an X Check Request (do not use Purchase Requisition)
	2. Today’s date
	3. Suggested Vendor: Employee ID Number and Name
	4. Employee Address, City, State and Zip Code
	5. Employee Telephone Number
	6. Quantity: How many checks requesting (usually 1)
	7. Description why you need check
	8. Use either GL Number or Department Number (not both)
	9. GL is if the employee has had a manual check before
	10. Department Number is if no check has been requested until now
	11. Add dollar amount of the check and total at the bottom
	12. Attach for form supporting documentation to validate your request
	13. Have manager and controller sign check request form
	14. Give form to Financial Assistant
	15. When you receive your live check mail or hand to the employee

