

# How to Enter a Check Request

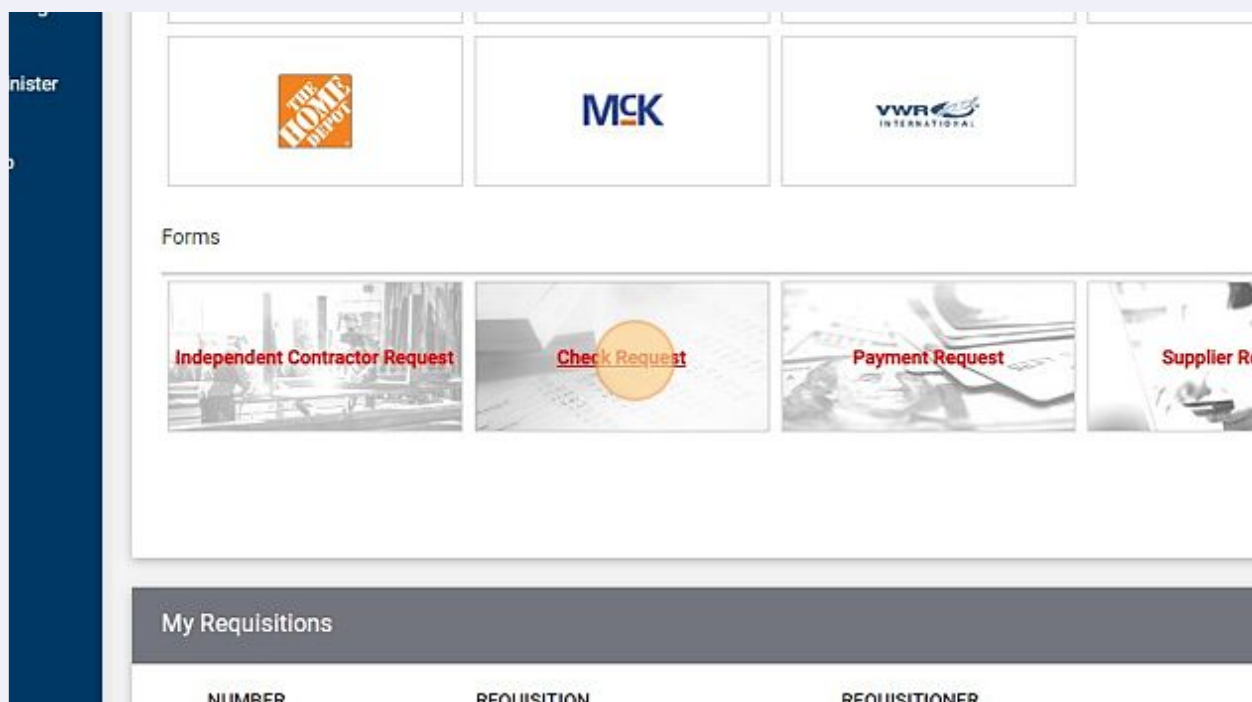
The Check Request form is to be used to request checks for employee and student advances, reimbursements, and equipment payments.

This form is not to be used to request payment to vendors.

Contact Accounts Payable for Check Request questions.

1 Navigate to Jaggaer

2 Click "Check Request" in the Forms section.




**3** Search for the employee or student in the Supplier field.

**\* This form is not to be used to request payment to vendors.**

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**Payment Information**

Existing Supplier      Enter Manually

Enter Supplier \*       

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu


**4** Enter the requester's first and last initial, date, and number of check requests processed to create a unique ID.

Distribution Method \*  
The system will distribute purchase orders using the method(s) indicated below:  
 Custom Supplier Distribution selected

Email (HTML Body)  
coap@lcsc.edu

Supplier Inv # \*     

**Enter the requester's first and last initial, date, and number of check requests processed to create a unique ID. For example:**

Invoice Date \*       

mm/dd/yyyy

**5** Enter the requested date for the check to be available.

Mail (HTML BODY)  
oap@lcsc.edu

Supplier Inv # \*

Enter the requester's first and last initial, date, and number of check requests processed to create a unique ID. For example: AB-01052023-1

Invoice Date \*   
mm/dd/yyyy

Enter the requested date for the check to be available.

Invoice Amount \*

Enter the amount for the check request.

Internal Attachments [Add](#)

**6** Enter the amount of the check request.

Enter the requester's first and last initial, date, and number of check requests processed to create a unique ID. For example: AB-01052023-1

Invoice Date \*   
mm/dd/yyyy

Enter the requested date for the check to be available.

Invoice Amount \*

Enter the amount for the check request.

Internal Attachments [Add](#)

u Search

7 Select one of the payment types.

Internal Attachments Add

**Attach any relevant documentation.**

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**Type of Payment**

Payment Type \*  Advance (Employees and Students ONLY)  
 Reimbursement Request (Employees and Students ONLY)  
 Equipment Payment (MCD or Footwear) to Employees

Comments

Commodity Code  🔍

8 Enter comments if desired.

Setup

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**Type of Payment**

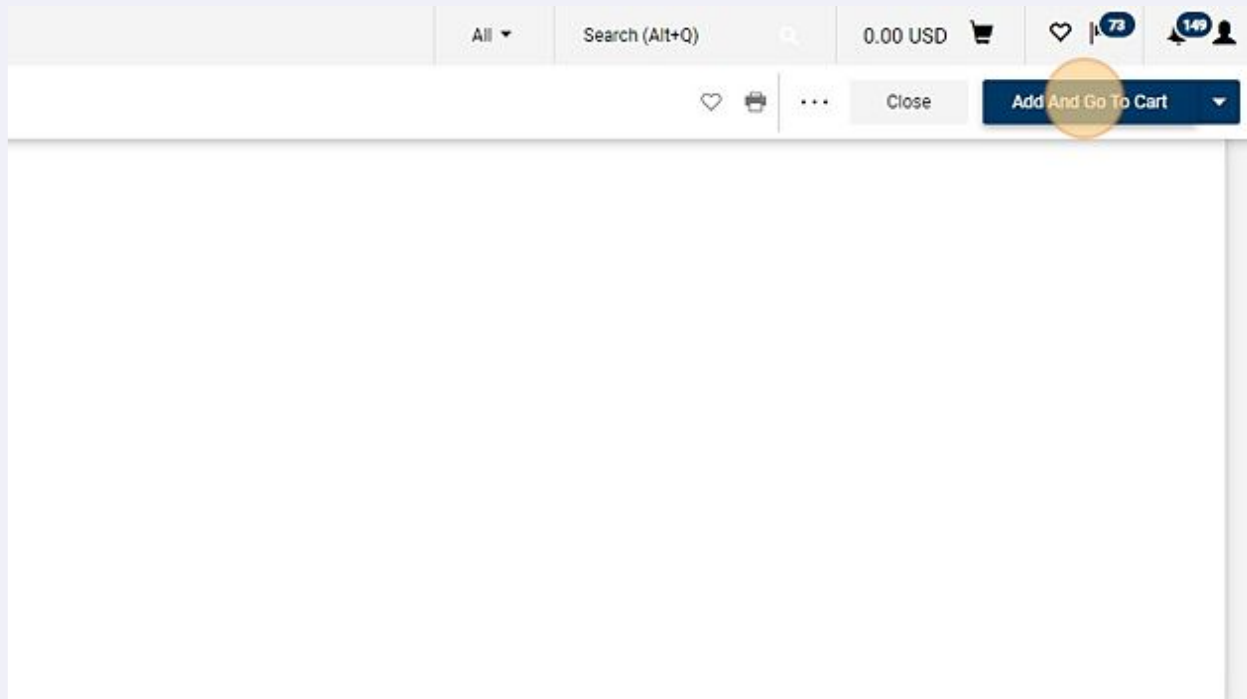
Payment Type \*  Advance (Employees and Students ONLY)  
 Reimbursement Request (Employees and Students ONLY)  
 Equipment Payment (MCD or Footwear) to Employees

Comments

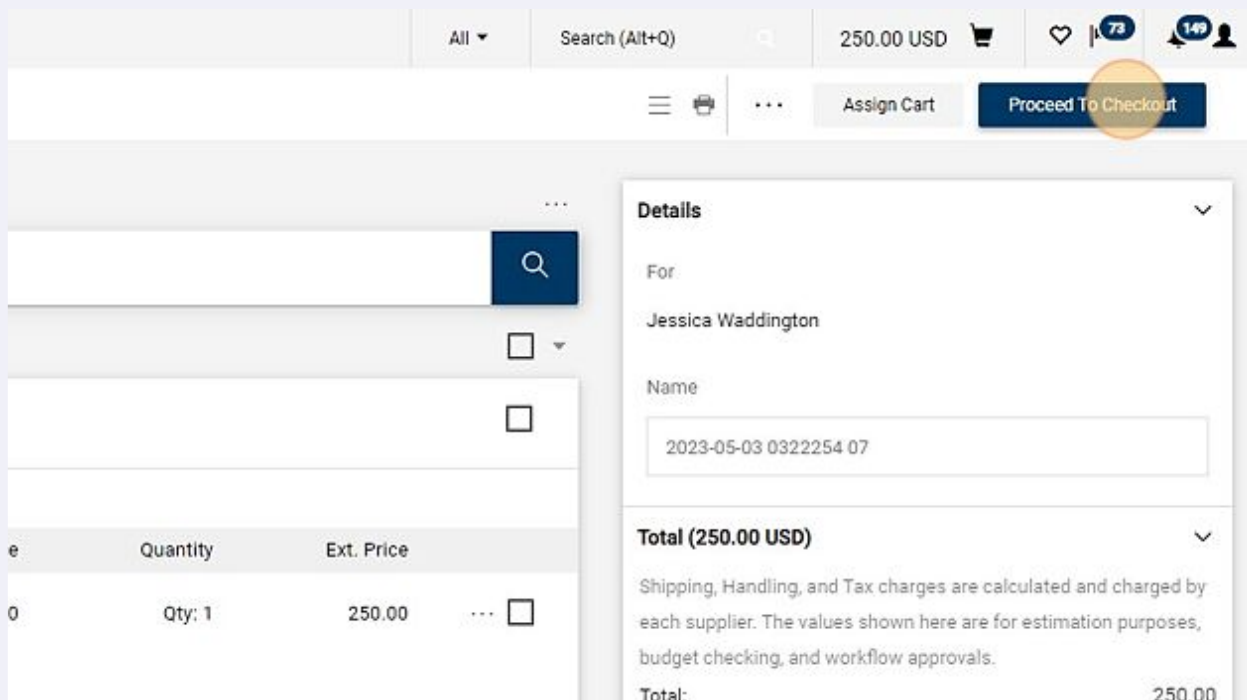
Commodity Code  🔍

u Search

9 Once complete, click "Add and Go to Cart".



10 Click "Proceed To Checkout"



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In the Requisition form, click on the pencil icon to edit the Accounting Codes section.

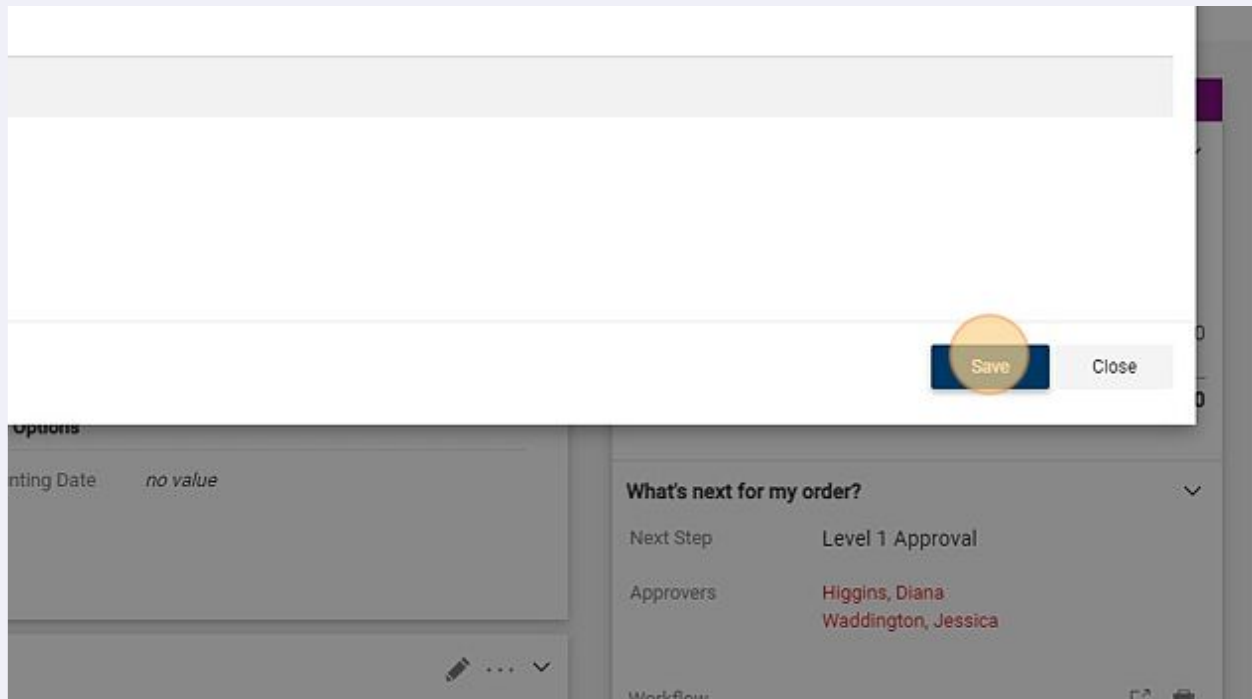
The screenshot shows a requisition form with several sections. On the left, there is a 'Billing Options' section with 'Accounting Date' set to 'no value'. Below it is an 'Attachments' section. On the right, there is a 'What's next for my order?' section showing 'Next Step' as 'Level 1 Approval' and 'Approvers' as 'Higgins, Diana' and 'Waddington, Jessica'. A callout box with a pencil icon and the text 'Edit Accounting Codes Section' points to a pencil icon in the Accounting Codes section.

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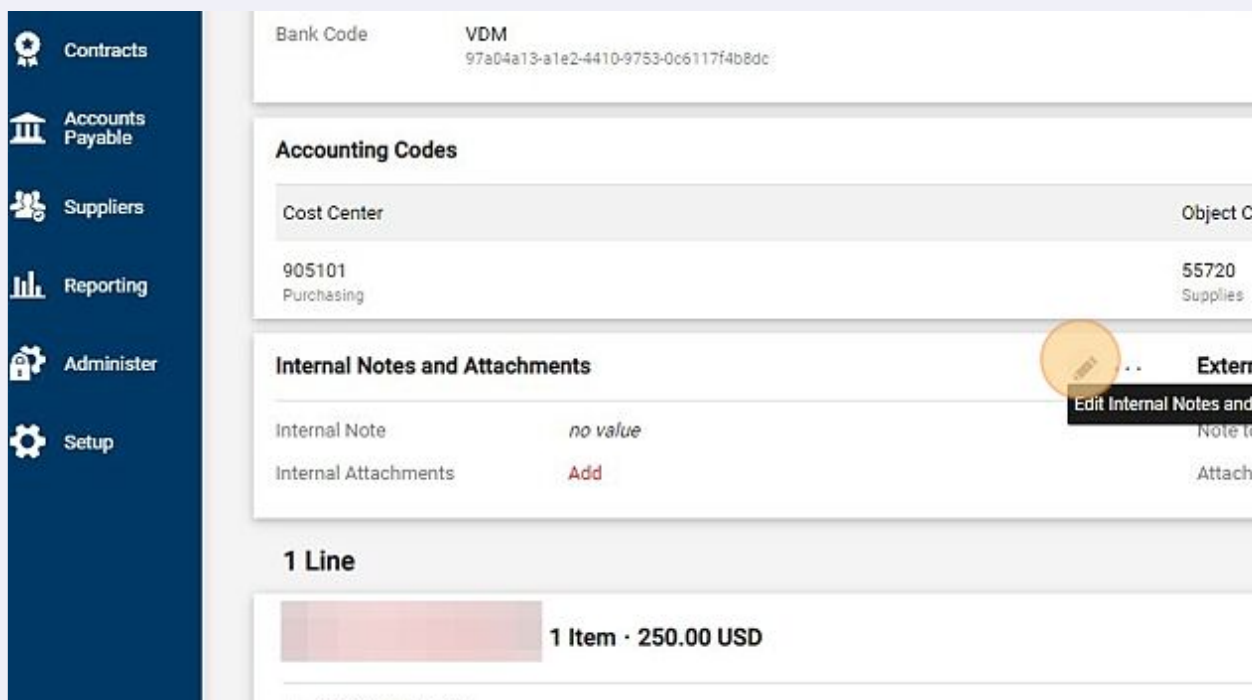
Enter the appropriate cost center and object code.

The screenshot shows the 'Edit Accounting Codes' form. The 'Accounting Codes' section has two input fields: 'Cost Center \*' with the value '05101' and 'Object Code' with the value '55720'. A callout box with a pencil icon points to the 'Cost Center' field. The form also includes a 'Required fields' section and a footer with 'Buyer Code' and 'Delivery Options'.

13 Click "Save"



14 Enter internal notes and attachments if needed.  
Reminder: Internal Notes will display in the approval email sent to the next level approvers.



15 Click Place Order to submit the request into the approval workflow.

The screenshot displays a procurement system interface. At the top, there is a navigation bar with a search field (Search (Alt+Q)), a currency indicator (250.00 USD), and notification icons (73 and 149). Below the navigation bar, there are buttons for 'Assign Cart' and 'Place Order', with the latter highlighted by a yellow circle. The main content area is split into two columns. The left column shows a form with a header 'Clark State College' and a sub-header 'Options'. The right column shows a summary section titled 'Draft' with a 'Total (250.00 USD)' and a 'Subtotal' of 250.00. A tooltip 'Edit External Notes and Attachments Section' is positioned over the 'Order?' dropdown menu.

Draft	
<b>Total (250.00 USD)</b>	▼
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	250.00
	<hr/>
	<b>250.00</b>