Check Request Flow Chart STEPS TAKEN PROCESS FLOW Check Request received in Accounting Dept via electronic workflow or hard copy Business purpose/Benefit to KU Fund purpose/Compliance with donor intent -Review the check requests to verify compliance with donor, IRS, and Univeristy requirements, FAR approval/signature Account Services Review primarily by ensuring appropriateness of key information. Appropriate substantiating documentation receipts Other tax implications Enter data into Accounting system -Look up vendors and verify names, addresses -Verify W-9 is on file, if needed Proof to verify information input correctly Accounting Associates Review and Input Requests -Verify request amount matches total of receipts/invoices received Make any necessary corrections and turn in for checks to be written -Verify sufficient available funds in account Checks Written -ACH Option - 2 days to be deposited into payee's account Checks are Mailed/Delivered Supporting Documents sent to Imaging (except workflow)

Note: If all information is complete with the original check request submission, the process typically takes 3-4 days after its arrival in the Accounting Department. However, if not complete, requests are delayed until all necessary information is obtained.