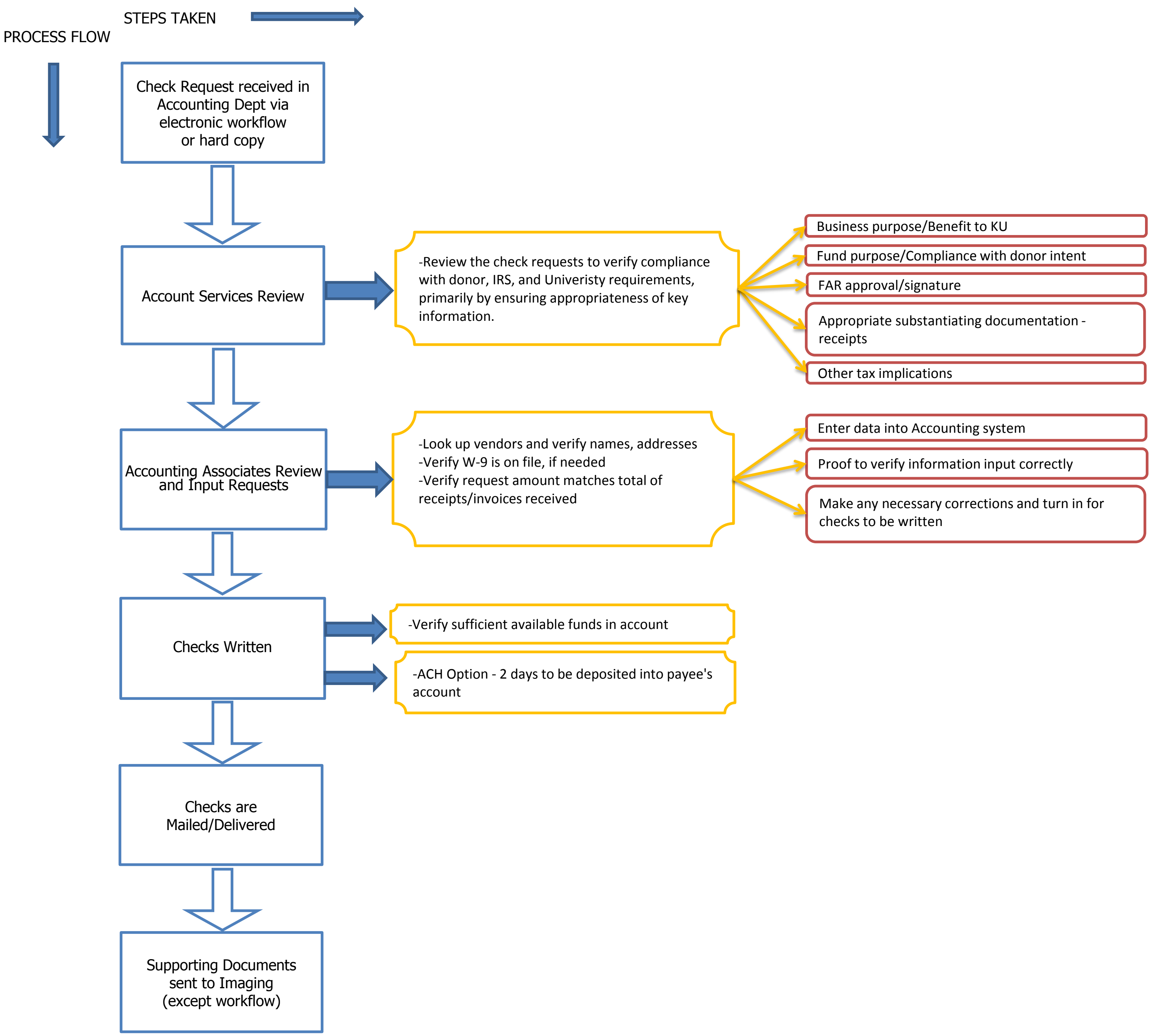
Check Request Flow Chart



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.