Check Request: Creating and completing a “K” number to pay an Invoice or Reimburse an Individual

1	Obtain all necessary information: ○ Type of Vendor being Paid: -**If a business**: A business name will be needed -**If an individual**: A PID will be needed ○ Invoice to be paid or receipts detailing expenses to be reimbursed ○ Account and object code to be charged **Please submit the invoice and all relevant documentation along with the **Receipt Submittal Form** via the box labeled “K number invoice” which will be located in the Business Office Suite, Beard 016	AA or Executive Assistant in the Division	
2	*IF AN INDIVIDUAL IS BEING REIMBURSED/PAID PLEASE SKIP TO STEP #3* Go to Infoporte and use the following steps: ○ Sign in using onyen and password ○ Select the “*Accounts*” button from the top right of the page. ○ Select the “*Small Orders*” tab to enter the information collected in Step #1 **Note**: When typing the vendor name, it should begin to automatically appear, if it does not, contact the Infoporte staff ○ Click “*Submit*” to generate the K number and complete the small order	Procurement Specialist	
3	Infoporte will bring up a screen that displays a summary of the information previously entered. Take note of the K number- used to reference in Finance Central. **Note**: If Infoporte does not allow the submission of the small order form and a budget revision is required, contact the managing Accounting Tech	Procurement Specialist	Usually takes a day or so for small order information to load to Finance Central
4	Once a K number is obtained, access K number using the following steps: ○ Sign in to Finance Central using facs id and password ○ Select “*check request*” from the left hand corner ○ In the newly opened window, type the K number obtained from Infoporte and click “*Submit*” ○ Check the information in the right hand screen to ensure that it mirrors the information entered into the small order Complete additional fields in the window labeled, prepared by, CB#, and telephone#, also enter a reason for submitting the check request (To pay ___, for___, dated ____, amount of____ ,etc)	Procurement Specialist	Make sure that the bubble labeled:”OK to Pay Check Request” is selected
5	Once all fields have been completed, select “*Generate Barcode*” so that a barcode can be generated to docu-fax support documentation, along with a “*supporting documentation*” page, and the check request screen and notepad which can be accessed by selecting “*Print Check Request*” from the drop down menu. Deliver all including the invoice to the Business Office	Procurement Specialist	
6	The check request is reviewed, and the account displayed is checked for sufficient funds. If funds and documentation are sufficient, the check request is approved.	Accounting Tech	
7	Check Request barcode, supporting documentation, and invoice documents are all docu-faxed over to Disbursement Services.	Accounting Tech	

Please note that Infoporte is only available until mid February

8	The check request is tracked in Finance Central, and can be accessed using the first few steps in Step #4 to see if a check has been cut.	Accounting Tech	

Please note:

Completing a check request for an individual differs slightly from the instructions above, you will still need to obtain all information in Step 1 and then proceed:

- Access Finance Central as stated in Step 4
- Select the "Create" tab
- Select "Individual" from the drop down menu
- Enter the individual's PID number and select "Create"
- The individual's name will pop up as a search result and you will need to select both the correct name and address before entering the remaining fields with the information from Step 1

If at any point in either of these processes, the vendor's name is not found, you will need to refer to the* ***"Web Vendor Request" *Step by Step Instructions to add the vendor to the Disbursement Services vendor database*.