SPECIAL INSTRUCTIONS FOR CHECK
(For occasional use only)

PO #: ________________________________________________________

Vendor: ______________________________________________________

Requestor: ___________________________________________________

Requestor Phone Number: ______________________________________

Request one of the following:

☐ Check picked up by ________________________  Ext. ___________
  (Employees only and ID required)

☐ Check must be mailed by ______________________

☐ Additional information to be sent with check
  (Requestor to provide copies)

Additional Information:
_____________________________________________________________
_____________________________________________________________

Instructions:

Accounts Payable runs are bi-weekly opposite payroll weeks. The AP
calendar can be found on the AAPS Purchasing, Business Services website.

Print form on teal paper and attach to invoice. Hand deliver form and
invoice to Assistant Director Finance & Purchasing. Requests sent in
interschool mail or dropped off will be the responsibility of the requestor
to ensure form was received by Finance for processing.

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