

**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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