



ESCAMBIA COUNTY PUBLIC SCHOOLS FOUNDATION

Check Requests

Policy

- Checks will be printed on Tuesdays
- Check requests must be submitted by the prior Friday to be printed on Tuesday
- Account Managers, or designees, must use the Foundation's digital Check Request Form when requesting funds and must include their account name and account number (if known).
- The Account Manager accepts full responsibility for ensuring that all check requests and supporting documentation conform with any federal, state, or Escambia County School District restrictions.
- **The Foundation does not reimburse personal funds.** Check Requests to reimburse personal funds will be denied. Please plan purchases accordingly and refer to the Foundation's Policies and Procedures for:
 - **Purchase Request**
 - **Internal Account Card Reimbursements**
 - **P-Card Reimbursements**

Procedure

1. Fill out the Foundation [Check Request Form](#) with the following required information:
 - a. School/Department
 - b. Account Manager's Phone Number
 - c. Who the check will be made payable to
 - d. The Payee's Address & Phone Number
 - i. Required for vendor set up to receive a check (If an individual this is the payee's personal address & personal phone number)
 - e. Check Amount
 - f. Purpose of Purchase
 - g. Invoice/Transaction # (if applicable)
 - h. Foundation Account Number
 - i. Foundation Account Name
 - j. Upload Supporting Documentation
 - i. Supporting documentation are invoices and receipts
 - ii. Each separate invoice/receipt must be signed by the Account Manager
 - iii. The documentation must be in PDF format
 - iv. If there are multiple documents for same request they MUST be combined into ONE PDF
 - k. Method of delivery
 - i. Courier

