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

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| 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**

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| 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

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| 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

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| 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)

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| 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

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| 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.

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| 7    | Check Request barcode, supporting documentation, and invoice documents are all docu-faxed over to Disbursement Services.  
  - Please note that Infoporte is only available until mid February
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.

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.**