

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**CHECK REQUEST**

**CHECK REQUEST FORMS**

1. This form is to be used for direct payments. It cannot be used for expenditures that have been encumbered through the issuance of a purchase order or blanket purchase order.
2. The initiator should complete the [Check Request Form](#), found on the Forms drive.
3. The initiator must attach back up documentation to the completed check request and submit the entire package through Adobe Sign for approval. (See [Check Request Form Instructions](#)).
4. When the expenditure exceeds \$5,000.00, or is payable to an Administrator, a Business/Finance approval is required. If the expenditure is payable to an Executive, another Executive must approve the disbursement.
5. Once completed in Adobe Sign, a copy will be sent to all parties (initiator, signers/approvers, and Accounts Payable).

Revised—Cabinet  
March 20, 1989  
Reviewed—Cabinet  
May 30, 1996  
Revised—Cabinet  
October 11, 1999  
Revised—Cabinet  
January 8, 2002  
December 7, 2004  
March 13, 2007  
Reviewed—Cabinet  
June 18, 2013  
Reviewed—VP and CFO  
August 1, 2019  
Revised—CFO  
September 27, 2023