

## ACCOUNTS PAYABLE CHECK REQUISITION

PLEASE ISSUE A CHECK FOR \$

PAYABLE TO:

ADDRESS:

COST CENTER TO BE CHARGED:

EXPLANATION OF CHECK:

REQUESTED BY:

APPROVED BY:

DATE:

MAIL/GIVE CHECK TO PAYEE

OTHER

### INSTRUCTIONS

- **Requesting Employee Instructions (2 options available):**
  1. Option 1: Hard Copy Submission
    - Print and complete all fields except “APPROVED BY:” and “DATE:”
    - Send to approving authority with supporting documentation
  2. Option 2: Electronic Submission
    - Complete each field except “APPROVED BY:” and “DATE:”
    - Scan in the supporting documentation.
    - Email form and scanned supporting documentation to approving authority
- **Approving Authority Instructions (3 options available):**
  1. Option 1: Print if sent electronically, sign, date and send to A/P with supporting documentation
  2. Option 2: Use email to [AP@klamathfalls.city](mailto:AP@klamathfalls.city) as approval in lieu of signature
    - Forward email with check requisition and scanned supporting documentation to [AP@klamathfalls.city](mailto:AP@klamathfalls.city).
    - Request a Read Receipt on your email
  3. Option 2: Digital Signature
    - Digitally sign which forces you to electronically save the digitally signed form under a new file name
    - Email digitally signed check requisition and scanned supporting documentation to [AP@klamathfalls.city](mailto:AP@klamathfalls.city)
    - Request a Read Receipt on your email