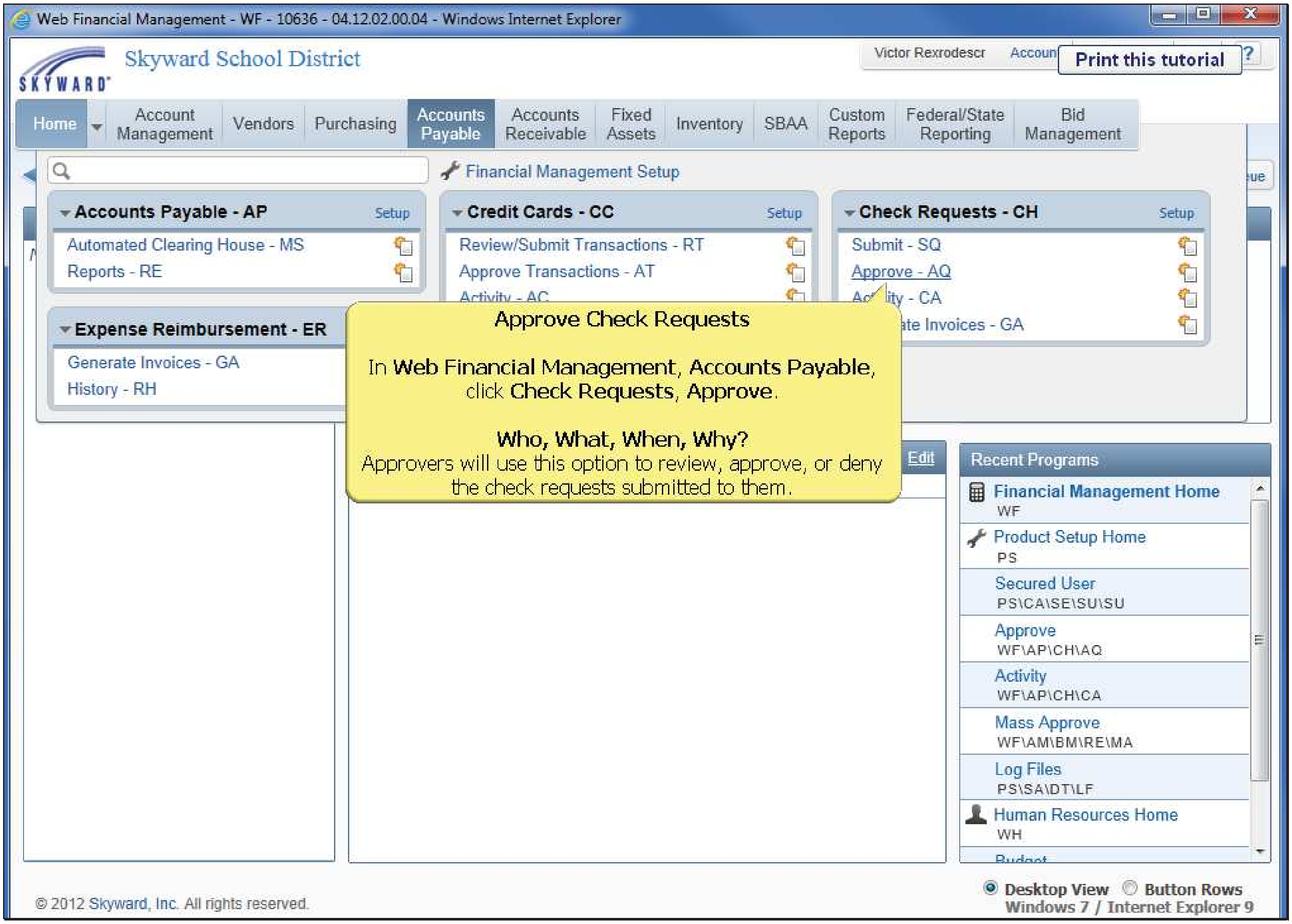
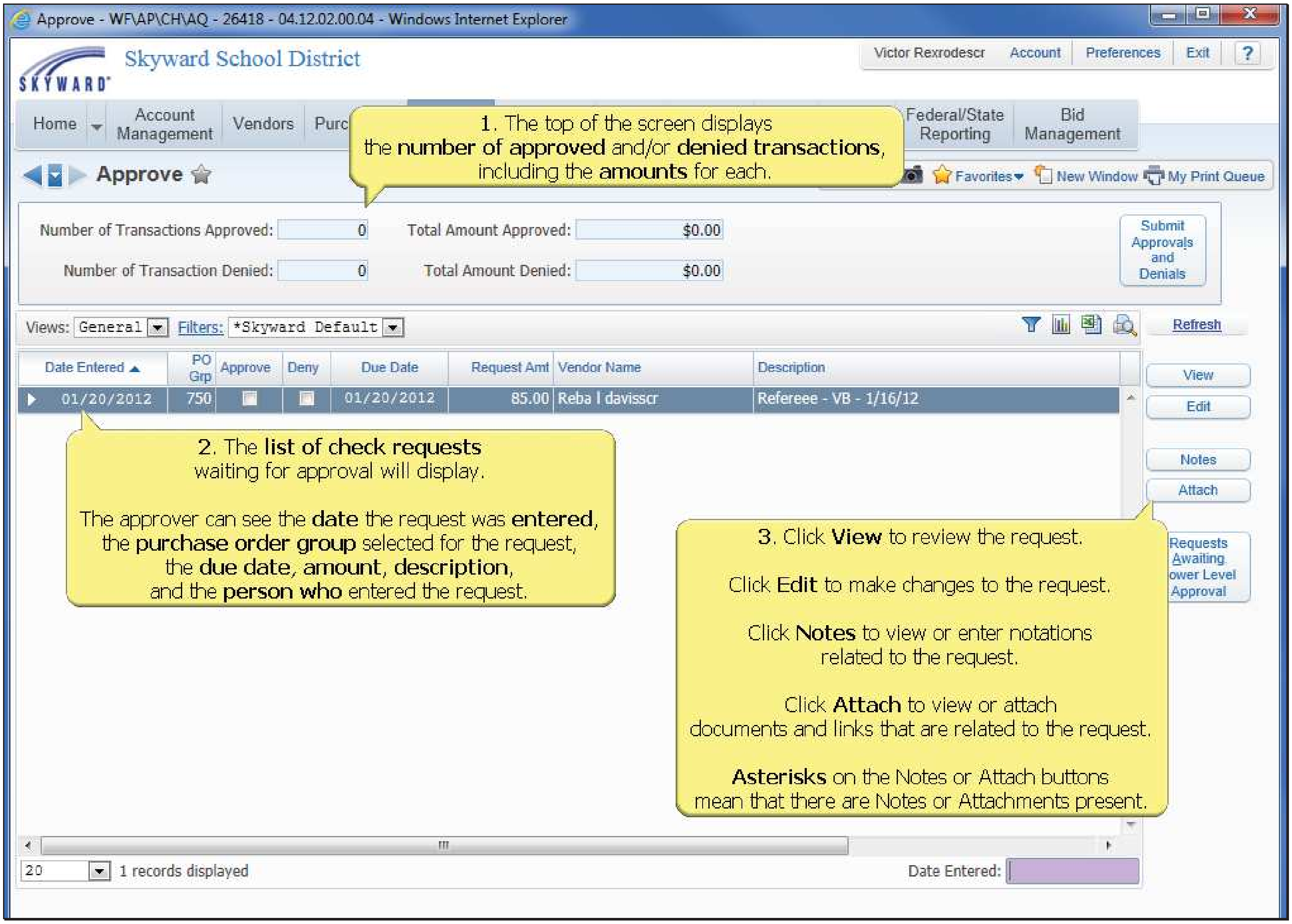
Slide 1 - Slide 1



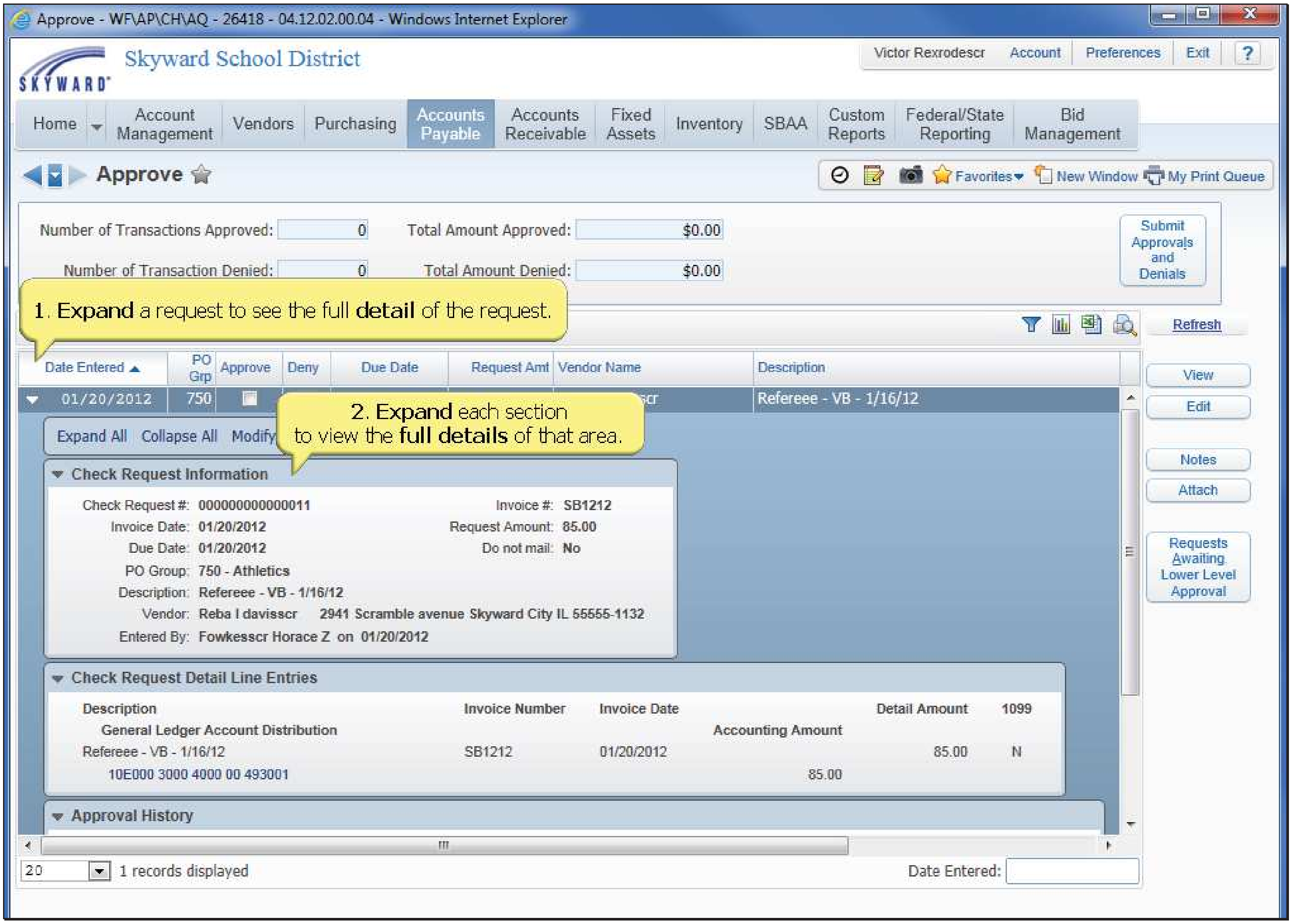
Budget managers can also click on the "Alerts" button (exclamation point inside yellow circle) to get to the check requests that are in need of approval.

Slide 2 - Slide 2

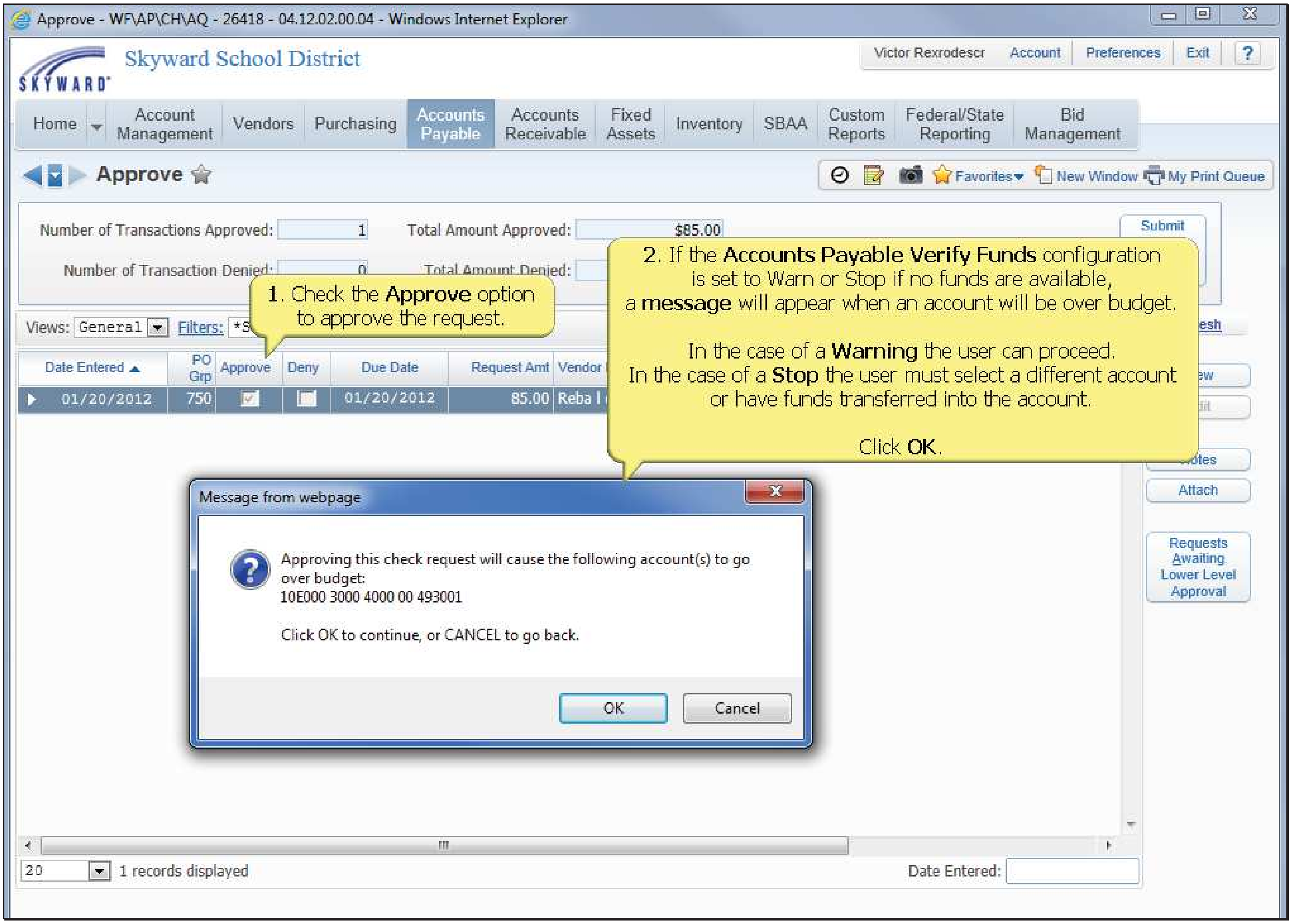


All invoices and receipts will be added to the request as an attachment. If an attachment is available there will be *** (three asterisks) in front of the attach tab (***attach). Open the attachment to view the check request back up.

Slide 3 - Slide 3

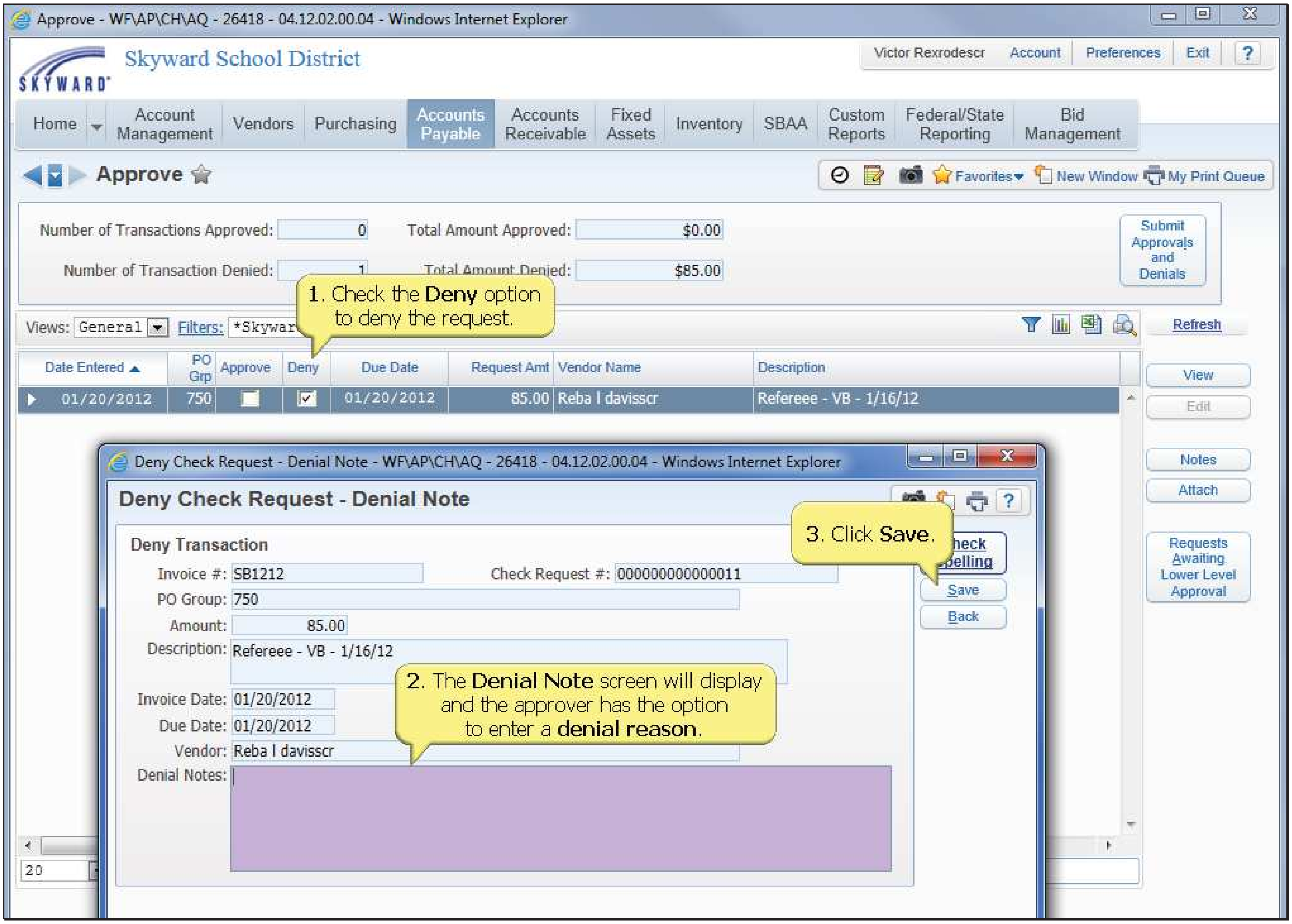


Slide 4 - Slide 4

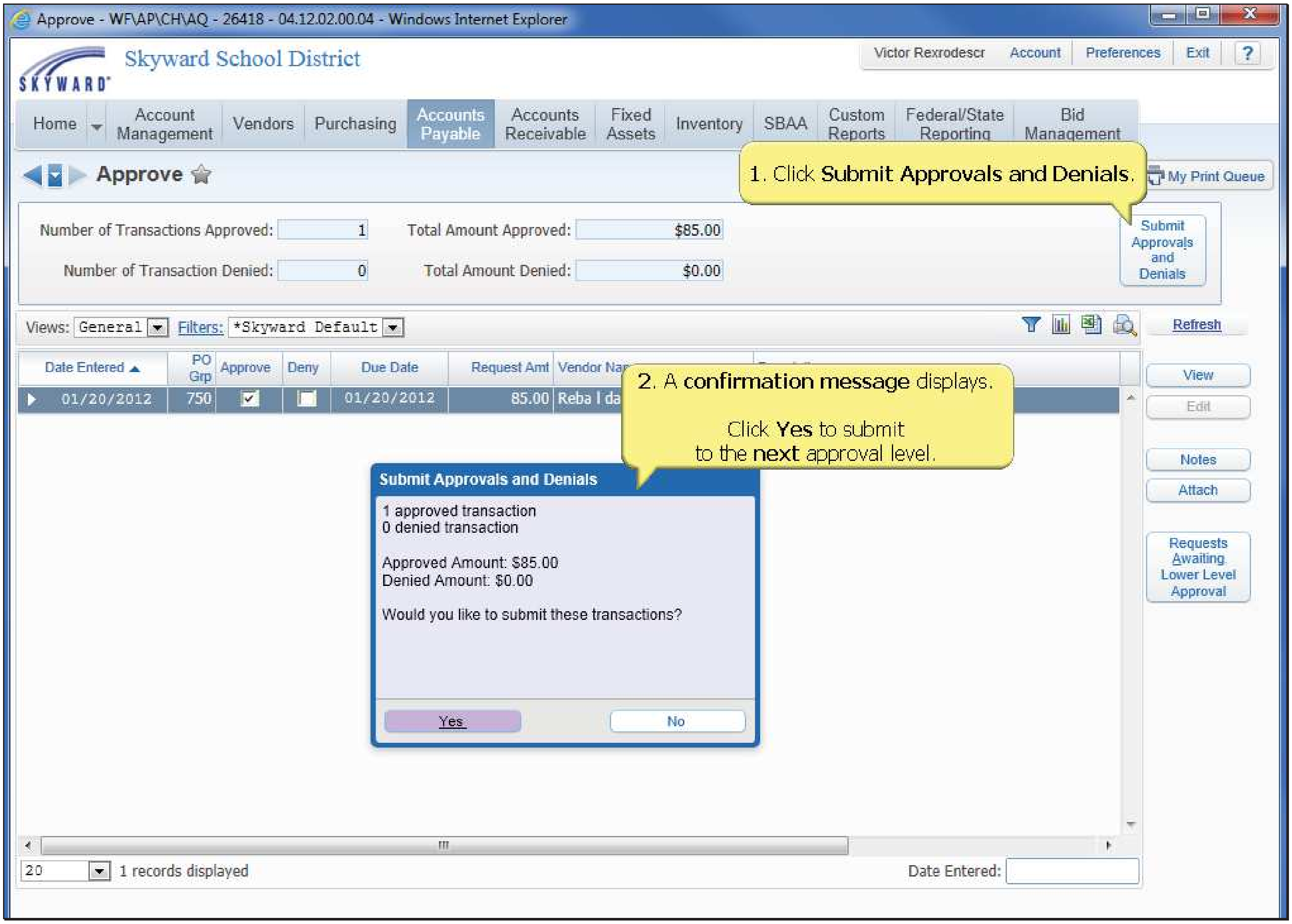


If the bookkeepers/secretaries get this message, they have been instructed to enter a transfer for approval before submitting the check request. It has been explained that the request will be denied due to lack of funds if the transfer has not been submitted.

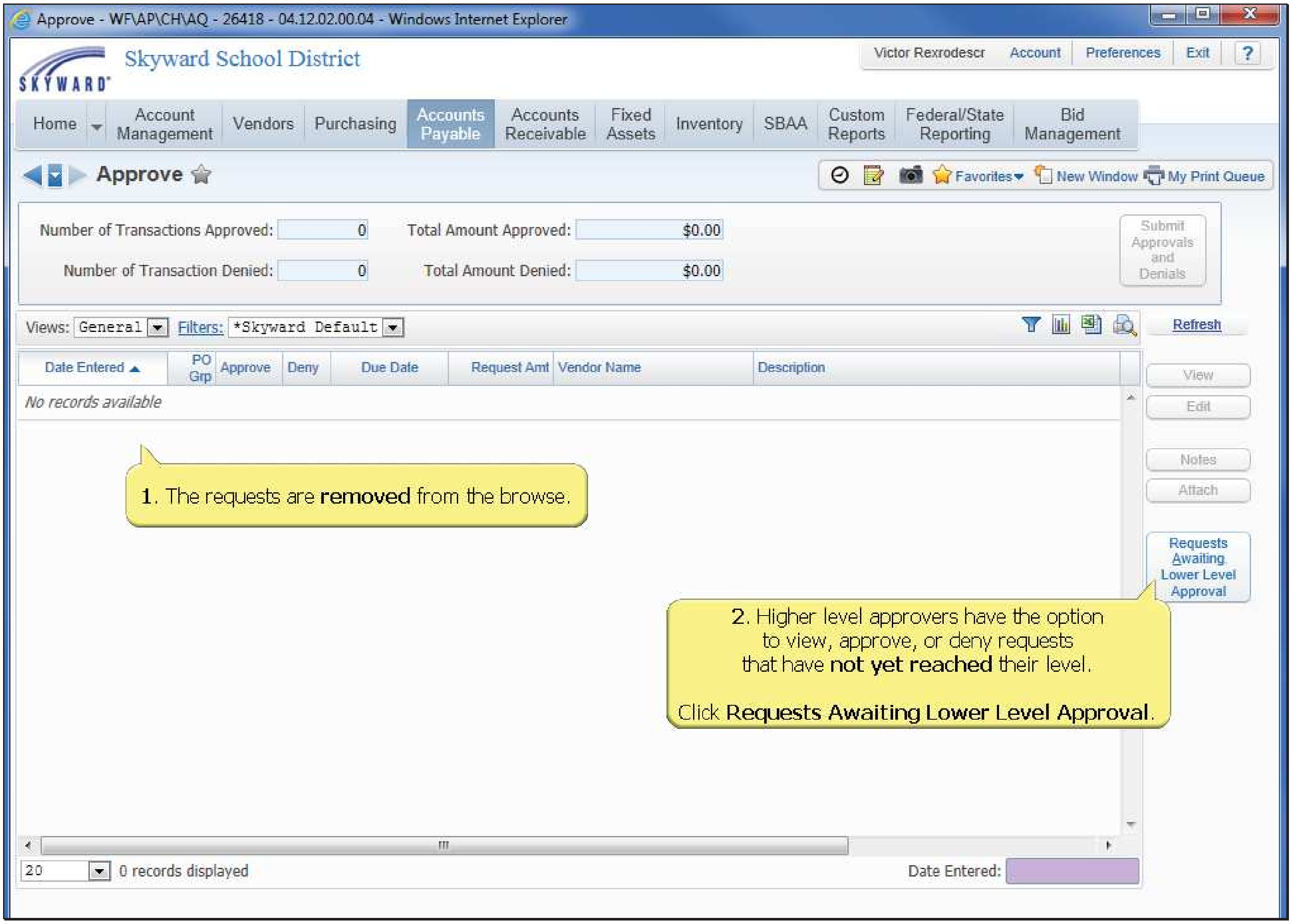
Slide 5 - Slide 5



Slide 6 - Slide 6



Slide 7 - Slide 7



Slide 8 - Slide 8