



- Select **My Vol State** from VSCC webpage, Select **Employee Forms**, Select **Check Request Form** under the Business Office Heading.
- Select the VP from your department, use the dropdown arrow for selection, select continue.
- Using **Capital Letters** fill out Payee/Vendor field and Purpose field. Please set your keyboard to all **CAPS**.
- Select Account Code Information.
- Select Check Disposition (only select back-up info to mail with check if needed).
- Enter the Department Head Name and email.
- Originator of form can select from two check boxes which are designed to ***prevent the department head & or VP from having to sign the form twice. Check only if it applies.***
Example One: The originator of the form is also the department head.
Example Two: The originator of the form's department head is the same person as the VP of that department.
- Select Division.
- Select Next. (will direct to page two)
- Enter Index and Account or FOAP.
(FOAP = Funding, Organization, Account, Program.)
- Upload **Invoice** in PDF format and any other attachments related to the request.
- Select Next.
- Sign Electronically, form will then route electronically to the next signer. You will receive an email notification once the form has been completed.



How to find a request you originated:

- You may find your check requests in Dynamic Forms on the VSCC webpage, My Vol State, Dynamic Forms: My Forms: Pending/Draft Forms. You can track your form(s). (e.g. page 3)

Lost or Incomplete check request:

- If you have submitted a check request form but have not received an email confirmation that it is completed within a week or so you can look to see where it is in the process. You may need to re-send.
- Re-Send - Click on the Action dropdown, Click Manage Co-Signers, Click Action dropdown, Select Re-Send Email. (e.g. page 3)
- PDF – you may click on the PDF to view the document; it will show who has signed the form. (e.g. page 3)
- HTML – you may click on the HTML to view the document and the attachments to the document. (e.g. page 3)







When receiving a returned check request:

- A signer may return the form and request additional information.
- If that happens you will receive the dynamic form by email after you had originally signed it. There is a link provided to open the form and correct.
Example: Supporting Documentation was not sufficient; the form is returned back to the originator with a request to supply additional documentation. Use the link provided, add the documentation, and resubmit the form. The form will route, Dept. Head and VP of Division will sign the form again.

○ Pending / Draft Forms 2

To re-send
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Form Filter Show All Forms Text Filter Type to search

Form Name	Date	PDF	HTML	Action
 Check Request Form Started By: Vickie Clark	Signature Request Date: 8/10/2020 5:12:30 PM			Manage Co-Signers
 Check Request Form Started By: Gayle DeSalles	Signature Request Date: 8/4/2020 4:10:03 PM			Manage Co-Signers

Click on PDF symbol to view document

Click on HTML symbol to view document and/or print attachments