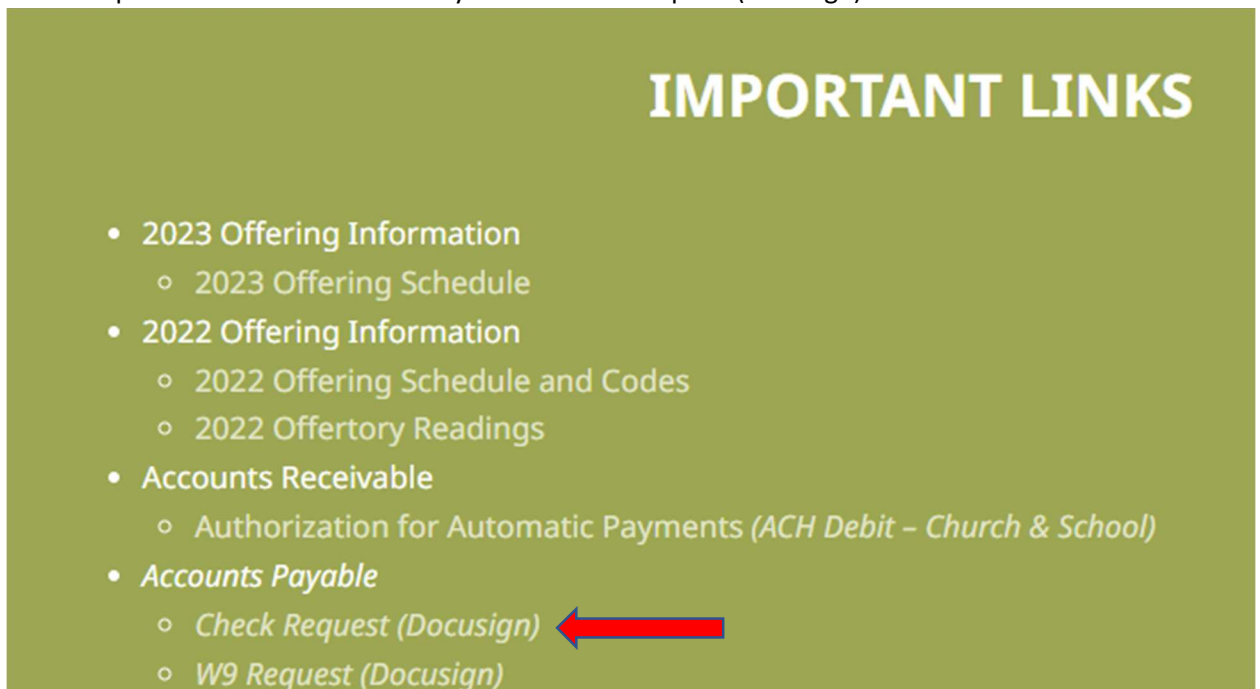


Check Request via DocuSign Instructions

1. Go to website sccadventist.org
2. Go to 'Treasury' under the 'Administration' dropdown menu



3. The Check Request DocuSign Powerform is labeled "Check Request (DocuSign)." It can be found under Important Links -> Accounts Payable -> Check Request (DocuSign).



- The 'Submitter' is the person that will be filling in the information for the check request. The 'Department Director' is the person that will be authorizing the check request. The Submitter may be the same person as the department director . You will need to enter the name and email of both the submitter and department director as this stage.

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Submitter

Your Name: *

Your Email: *

Please provide information for any other
signers needed for this document.

Department Director

Name:

Email:

- Once the name and email addresses of both the submitter and department director have been filled out. Select the yellow 'Begin Signing' at the bottom of the page.

BEGIN SIGNING

6. The Check Request via docusign will now be available for you to enter the information. There are several fields that are required for you to fill out and many fields that do not require you to fill out. Please see attached for illustrations.
 - a. Payee (Required): This is the name of the person that will receive the check.
 - b. Address (Not Required): If this is a vendor that the treasury department does not have the information for, please fill this section out.
 - c. For (Required): This is for you to enter the "5 W's" (who, what, where, when, why) of the check request. The 'who' is already addressed in the 'payee' section, but the rest of the W's need to be answered. This ensures that treasury places this transaction in the correct account.
 - d. Pick Up or Mail (required): Please specify if someone from your department is picking up the check after the check is cut or if you'd like us to simply mail it out when the check is created.
 - e. 'Return to' (Not Required): You can specify if you want the check given directly to a person in the SCC office after the check is completed.
 - f. 'Notify director when sent' (Not Required): You can specify if you'd like treasury to let the department know when the check has been sent out.
 - g. "Submitted by": This will be populated automatically using the information you filled out when you first clicked on the powerform.
 - h. Account/Sub-Account/Function (not required): You may or may not know the internal accounting numbers. If you do know this information, please place in these boxes. If you don't, it's okay to leave it blank.
 - i. Amount (Required): This is the amount that you're requesting that Treasury sends to the payee. There may be several amounts that you are requesting to be paid. Just list the amounts and include the Total amount in the bottom right corner. The Total is a required box.

Required

Not Required

SOUTHERN CALIFORNIA CONFERENCE CHECK REQUEST

Payee: This is the name of the person that will receive the check.

Payee	_____		
Address	_____		
For	_____		
Pick Up: ()		Return to:	_____
Mail: ()		Notify director when sent:	Yes () No ()
Submitted by:	Nick Perez		Date: _____
Department Director:	_____		Date: _____
Treasury:	_____		Date: _____

Account	Sub Account	Function (Dept.)	Amount
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			\$ _____

Adress: Please fill this out if treasury does not have this info.

For: This is for you to enter the "5 W's" (who, what, where, when, why) of the check request.

Pick Up or Mail: Please specify if someone from your department is picking up the check after the check is cut or if you'd like us to mail out

'Return to': You can specify if you want the check given directly to a person in the SCC office after the check is completed.

'Notify director when sent': You can specify if you'd like treasury to let the department know when the check has been sent out.


Account/Sub-Account/Function: You may or may not know the internal accounting numbers. It's okay to leave it blank if you don't know this information..

Amount: This is the amount that the department is requesting

7. You also have the option to select the paperclip icon to upload any supporting documents to the check request. Most check requests have at least one supporting documents to substantiate the amount requested from treasury. Although, an attachment is not required, it is very likely that you need to upload a document to the check request. Both the submitter and the department director have the option to upload supporting documents.

SOUTHERN CALIFORNIA CONFERENCE CHECK REQUEST

Payee	<input type="text"/>
Address	<input type="text"/>



8. Submitter/Department Director Notes (Not Required): This section is for the submitter or the department director to enter in any additional notes that either you want on record. You could also use this space to enter special instructions or requests that you want the next person that sees this document to consider.

Submitter Notes:

Department Director Notes:

9. After you enter in the information, upload any supporting documents, and review your information you can now select the yellow 'Finish' button at the bottom of the screen. From here, the document will automatically be sent to the department director. Once the department director reviews and signs the document, the document will be sent to Treasury to process.

