Check Request Instructions

Check requests are used when a staff person needs to arrange for payment of an independent contractor or when a particular expense needs to be paid at the time of purchase or time of service and the contractor or vendor is unable or unwilling to accept a credit card payment. Check requests can be made through the expense app in the Maha platform, and instructions can be found in the Maha help section. Check requests can also be made via paper forms, found in the same folder as these instructions. Check requests require review and approval by the staff member’s supervisor and/or the “owner” of the project that the check request is to be charged against.

Information needed when making a check request

Information required includes

- The name and address of the vendor or contractor
- date of purchase, or date of service
- the amount of the check
- reason for expense, description of product or service
- the project that the check is to be charged against
- the expense code, which represents the type of expense
- the date that the check is to be ready
- whether the check is to be mailed or will be picked up
- name of staff person requesting the check
- signature of supervisor