



WINNEBAGO COUNTY

— ILLINOIS —

REQUEST FOR CHECK

REQUESTED BY: _____ DEPARTMENT: _____ DATE: _____

REQUIRED: Indicate why a check is necessary outside of the normal A/P cutoff schedule:

VENDOR INFORMATION

Number: _____

Name: _____

Address: _____

TOTAL CHECK AMOUNT: _____

(auto fill, DO NOT ENTER AMOUNT)

RELEASE TO:

Contact Name(s)

Department Name

Extension

INVOICE NUMBER(S) AND GL ACCOUNT CODE(S) REQUIRED:

Invoice #: _____

Org: _____ Obj: _____ Prj: _____ Amount: _____

Invoice Description: _____

Invoice #: _____

Org: _____ Obj: _____ Prj: _____ Amount: _____

Invoice Description: _____

DEPARTMENT AUTHORIZATION: _____

Signature _____ Date _____

Administrative Departmental Use Only

Auditor's Office Approval: _____

Treasurer's Office Approval: _____ Check# _____

PAYMENT RELEASED TO: _____

Signature _____ Date _____



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REQUEST FOR CHECK PROCEDURES

Purpose

Used to request payment during a time-sensitive, **emergency** situation outside the normal semi-monthly check schedule.

The “Request for Check” form can be found on the Winnebago County Auditors Webpage or by contacting the Finance Department.

Request for Check Procedures

- Submit check requests to the Finance Department’s Accounts Payable Coordinator to establish urgency and payment date— if received no later than noon on Wednesday and deemed urgent, check should be available Thursday of the same week.
- All check requests must include completed “Request for Check” form explaining the urgency of payment, approval from authorized department staff, and supporting documentation
- Auditors Office will review and determine final payment approval
- If approved, Treasurer’s Office will print the check
- Finance Department, Accounts Payable will coordinate distribution

Processing / Timelines

All completed and approved “Request for Check” forms must be received by the Finance Department’s Accounts Payable Coordinator no later than noon on Wednesday to assure payment date by Thursday of same week. Incomplete and/or inaccurate forms will be returned to the department for correction and resubmission, which could delay issuance of the check.