

Check Request

Check requests are necessary for a variety of reasons. Entrance fees for field trips, pedagogical texts and references are some examples.

1. Log on to your ISB portal page.
2. **Quick Links** From the **Quick Links** tab click on Human Resources tab. You will be redirected to the Human Resources page
3. **Business Office Forms** Scroll down to the gray colored box entitled **Business Office Forms** The box will turn blue and two tabs will appear: Check Request Form and PTO Check Request.
4. **Check Request** Once you have clicked on the **Check Request Form** an Excel spreadsheet will open. You can then chose to type your request directly into the form and then print it out, or you may choose to print out the form first and then fill it out by hand.
5. **Approval** Once you have completed the form, signed and dated it, you must receive approval from your division director. proper diagnosis of the Your division director must sign in the space indicated on the form.
6. **Accounting** Once signed and approved by your division director, the Check Request form must be routed to the Accounting Office. You may send it over to the accountant using the black "Inter Office" black box which is located in the mailroom. space indicated on the form.