Flow Chart for Check Requests

Check Request forms are sent to the appropriate preaudit group according to the type of funds used.

Preaudit group determines if the expense is appropriate for the type of account.

- **NO**: Rejected and sent to originating department.
- **YES**: FRS checks for BBA.

- **NO**: Preaudit override?
  - **NO**: Disbursement Services determines if tax applies.
    - **NO**: Rejected and sent to originating department.
    - **YES**: Disbursement Services applies tax to the invoice.
      - **NO**: Disbursement Services determines if documentation is sufficient.
        - **NO**: Rejected and sent to originating department.
        - **YES**: Disbursement Services posts payment to FRS and encumbrance is liquidated.
  - **YES**: NO