Check Request Process Guide

KUPPS Roles

Process

A check Request is used to issue payment for products/services that were not ordered through the KUPPS system.

Issue Occurs

- Issue occurs during any of these processes and order turns to the requestor

Contacts

~KUPPS Contacts~
- KUPPS Staff:
  - (785) 864-6136
  - (785) 864-3098
- KUPPS Student Workers:
  - (785) 864-5799

~Purchasing Contacts~
- General:
  - (785) 864-5800

~Payables Contacts~
- General:
  - (785) 864-3790