Step-by-Step Instructions on How to Submit a Check Request

- Click 16/17 Payment Request (in DukeGroups, this is found in the Campus Links drop-down menu at the top of the page)
- Click “new one” to open a new request
- Select “Student Organization” to use those funds
- Click Next
- Select “Check”
- Fill out the Check Request
  - Required Information
    - Your name
    - Your position
    - Organization name
    - Select which funds you would like to use for this purchase
      - If you select Other, please explain
    - FundCode
  - Click Next
  - Select Invoice, Contract, Off-Campus Individual Reimbursement or Donation
  - Click Next
  - If Invoice
    - Select Individual or Corporation
    - Payee name
    - Payee mailing address
    - Explain why you are paying this
    - Amount
    - Select picked up or mailed if your check is ready before the event
    - Select picked up or mailed if your check is not ready until after the event
      - If you select pick up, please list the name of the group member that will be picking up
    - Event name
    - Event date
    - Event location
    - Answer whether or not your event is tabling
    - Number of attendees (if there are less than 10, you will need to list their first and last names)
    - Check any event criteria that may apply (list Event ID # if applicable)
- Click Next
- If you have the final invoice, W-9 and/or ICC, upload them here
- Click Next

- **If Contract**
  - Select Individual or Corporation
  - Payee name
  - Payee mailing address
  - Explain why you are paying this
  - Amount
  - Select picked up or mailed if your check is ready before the event
  - Select picked up or mailed if your check is not ready until after the event
    - If you select pick up, please list the name of the group member that will be picking up
  - Event name
  - Event date
  - Event location
  - Answer whether or not your event is tabling
  - Number of attendees (if there are less than 10, you will need to list their first and last names)
  - Check any event criteria that may apply (list Event ID # if applicable)
  - Click Next
  - Select whether or not your contract has been submitted
  - Click Next

- **If Off-Campus Individual Reimbursement**
  - Payee name
  - Payee mailing address
  - Explain why you are reimbursing this person
  - Amount
  - Select picked up or mailed if your check is ready before the event
  - Select picked up or mailed if your check is not ready until after the event
    - If you select pick up, please list the name of the group member that will be picking up
  - Event name
  - Event date
  - Event location
  - Answer whether or not your event is tabling
o Number of attendees (if there are less than 10, you will need to list their first and last names)

o Check any event criteria that may apply (list Event ID # if applicable)

o Click Next

o If you have the receipts that are to be reimbursed, upload them here

o Click Next

• If Donation

  o Payee name

  o Payee mailing address

  o Amount

  o Select whether you would like the check picked up or mailed

    ★ If you select pick up, please list the name of the group member that will be picking up

  o Click Next

  o Upload your donation letter here

  o Click Next

• Click Submit for Approval