Check Requests Quick Card-

Check requests are used to request payments for certain expenses that do not require purchasing support.

To request a check request, first consult the check request matrix to see what documentation is necessary.

Log into https://my.rutgers.edu

Click on RU Marketplace (SciQuest)- this will bring you to your home page

Click on forms to select the purchase you are making-

When you click on view form, it will open up the supplier page

Attach your backing documentation

When you find your supplier, the form will fill out all the information.

Enter your invoice information.
When you are finished filling out the form, click on add and go to cart.

Click proceed to checkout-

Fill out the General Tab (Requestor Name, Requestor Phone, Requestor e-mail)
Fill out the Accounting Codes-

Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.

GL String

Fill out internal/external notes if necessary.

Go to Final Review and submit if everything is ok!

Final Review