

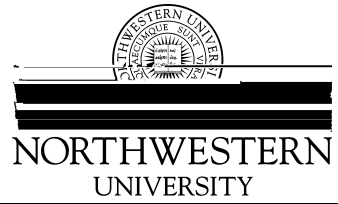


## **Policy and Procedure: Express Check**

---

### **Definition of an Express Check**

An Express Check is issued immediately by Accounts Payable. To accomplish this, Accounts Payable staff must create a voucher, create the Express Check, and execute a special job to print the check. These three steps compress into a few



## **Policy and Procedure: Express Check**

---

4. The documentation must be brought to Accounts Payable and the Express Check will be issued while the person waits.

### **Contact Information**

Accounts Payable  
2020 Ridge Avenue  
Evanston, IL 60208-4320  
Phone: (847) 491-7339  
Fax: (847) 491-4738