

Accounts Payable/Check Request Processing

The primary purchasing tool for Volunteer State Community College is Pioneer Purchase. For those FEW occasions when a payment is needed immediately, please note that all these requests will be vetted by the Vice President for Business and Finance.

Entering a check request will still require backup documentation (e.g., quotes, contracts, travel claims, etc.) Payments are issued on Wednesdays and Thursdays each week except during holiday breaks. Therefore, a check request with all supporting documentation and authorizing signatures must be received in the Vice President's office no later than 4 pm on the Friday before payment is being requested.

While the Business Office attempts to accommodate all payment requests in a timely manner, our priority is to protect the college from unauthorized spending.