



Check Request Fill Out

This tutorial will show you how to fill out a check request in Adobe Acrobat Reader DC.

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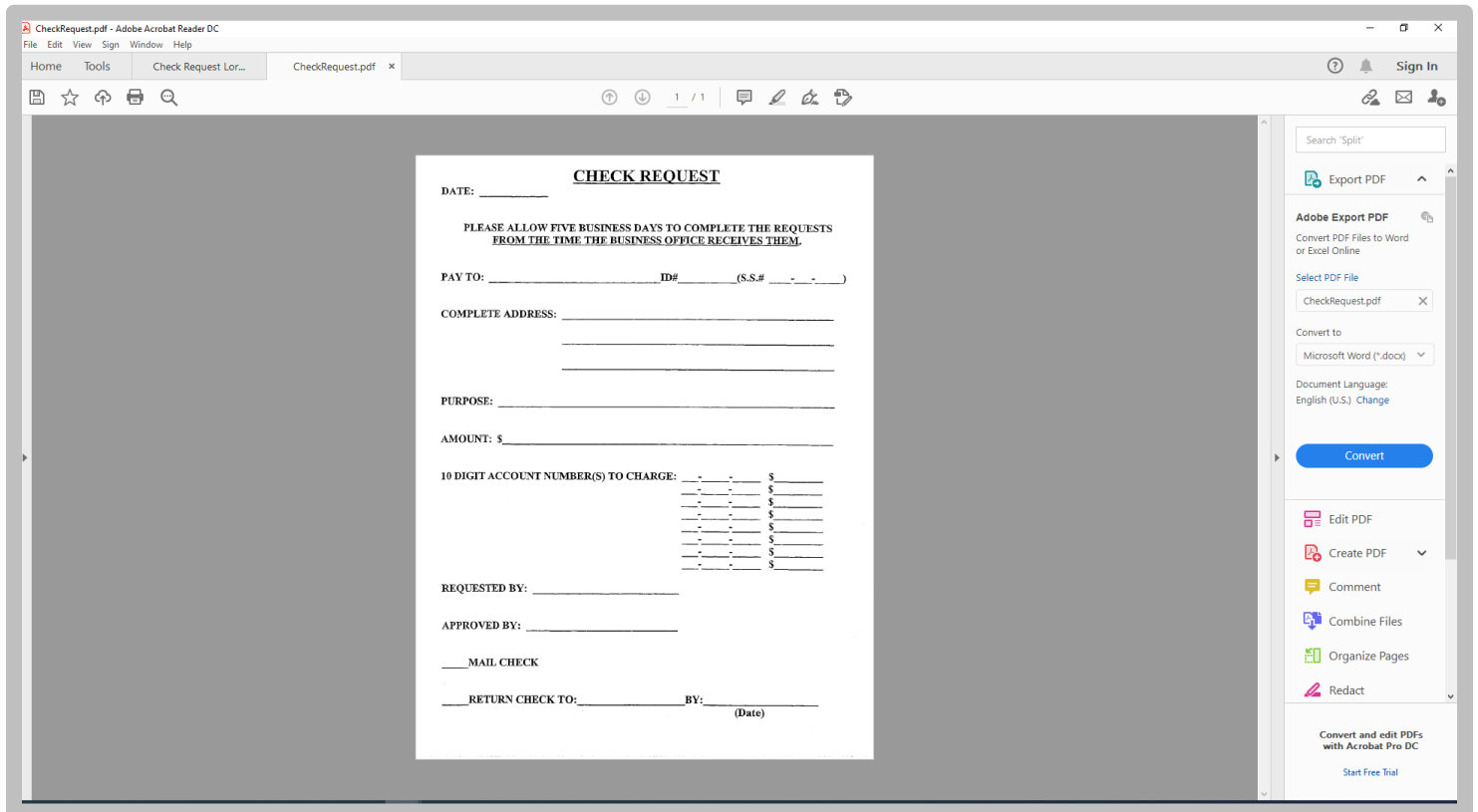
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Select the sign button	3
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If you need any assistance please contact the IT Helpdesk in one of the following ways.

Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

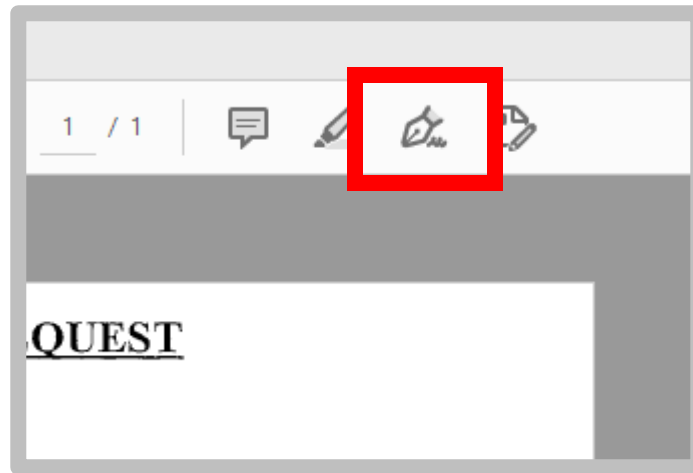
Open the PDF file in Adobe Acrobat Reader DC if you already have it saved on your computer

Otherwise you can find the Check Request Form in MyTMU > Resources > Business Office > (forms). Download and save the .pdf form to your computer.

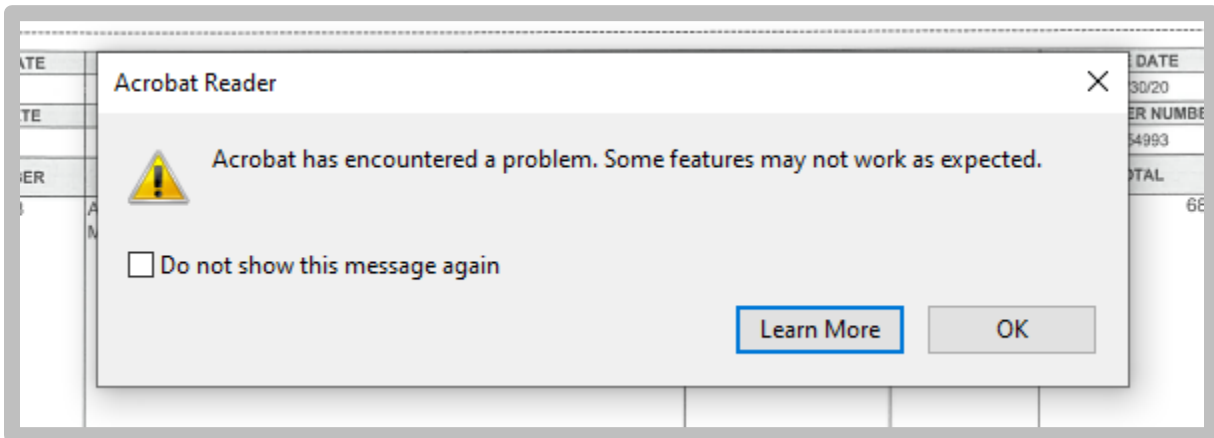


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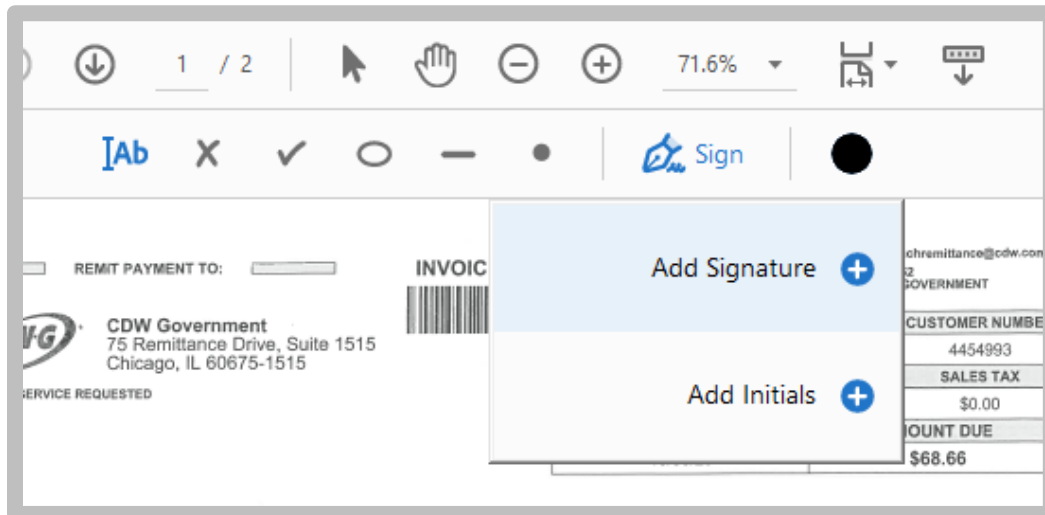


If a warning from Acrobat Reader shows on your screen just click “Do not show this message again” and then click “OK”



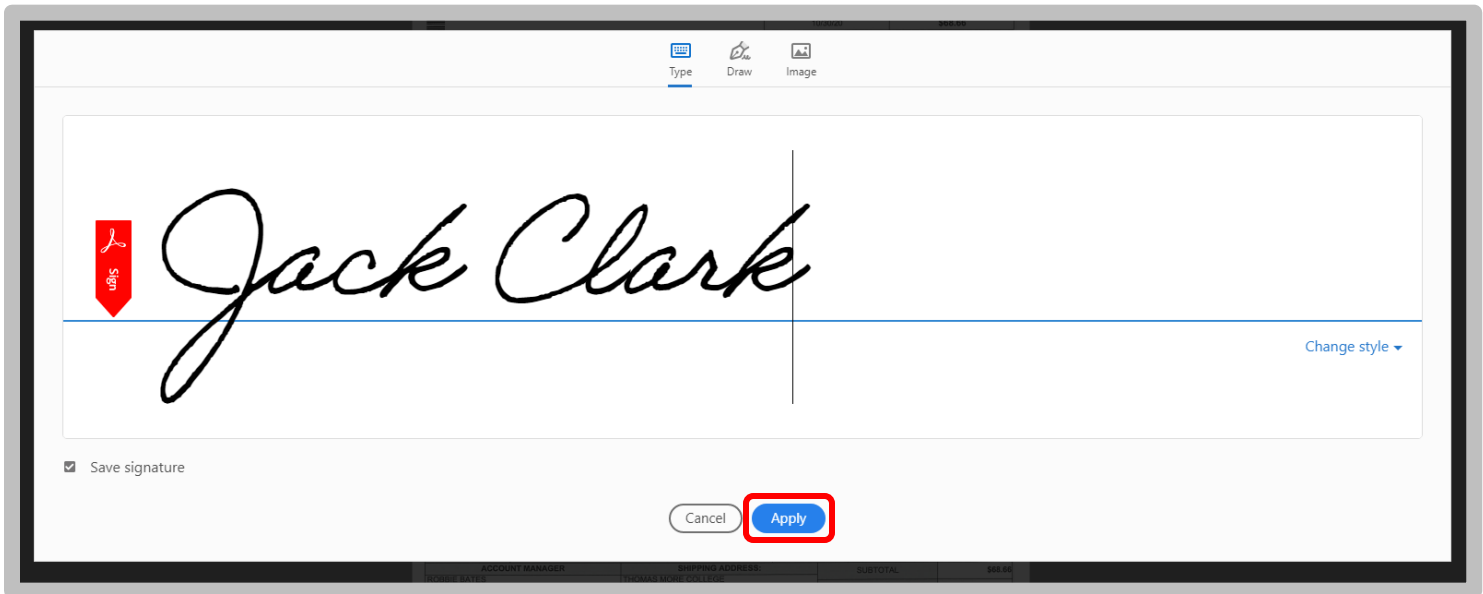
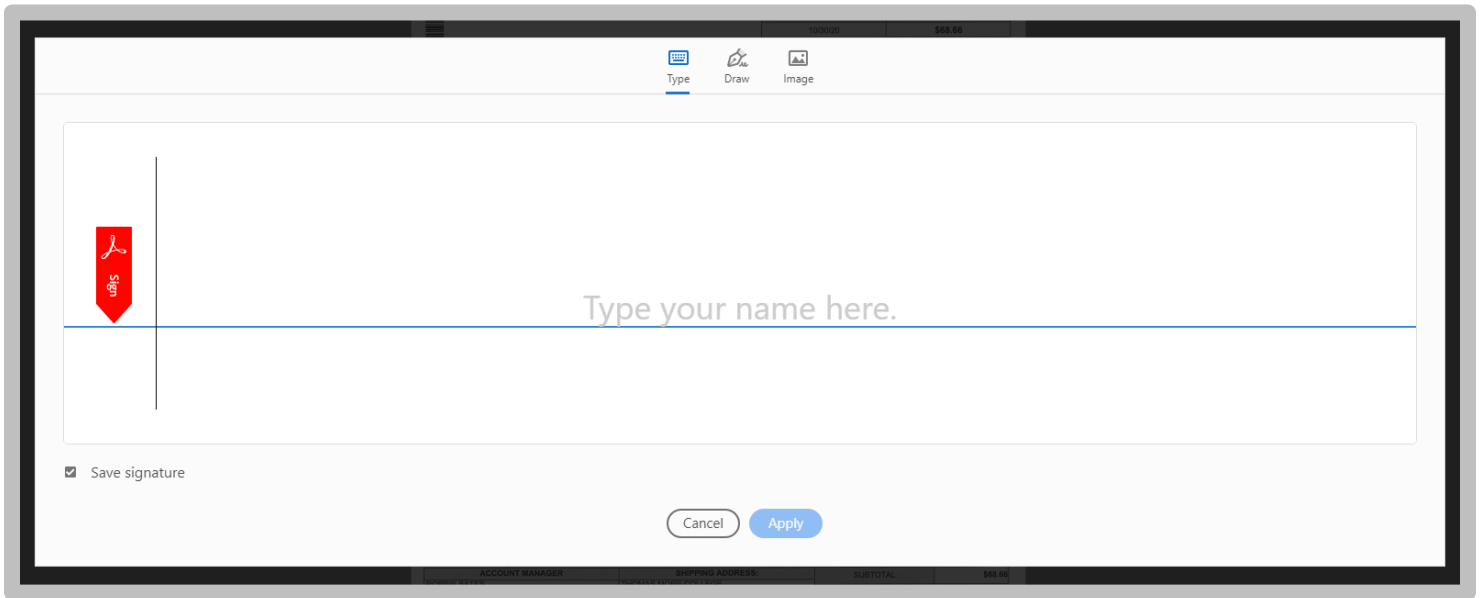
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Click “Add Signature”



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The signature box will appear and then you are able to type your signature. After typing, click “Apply”



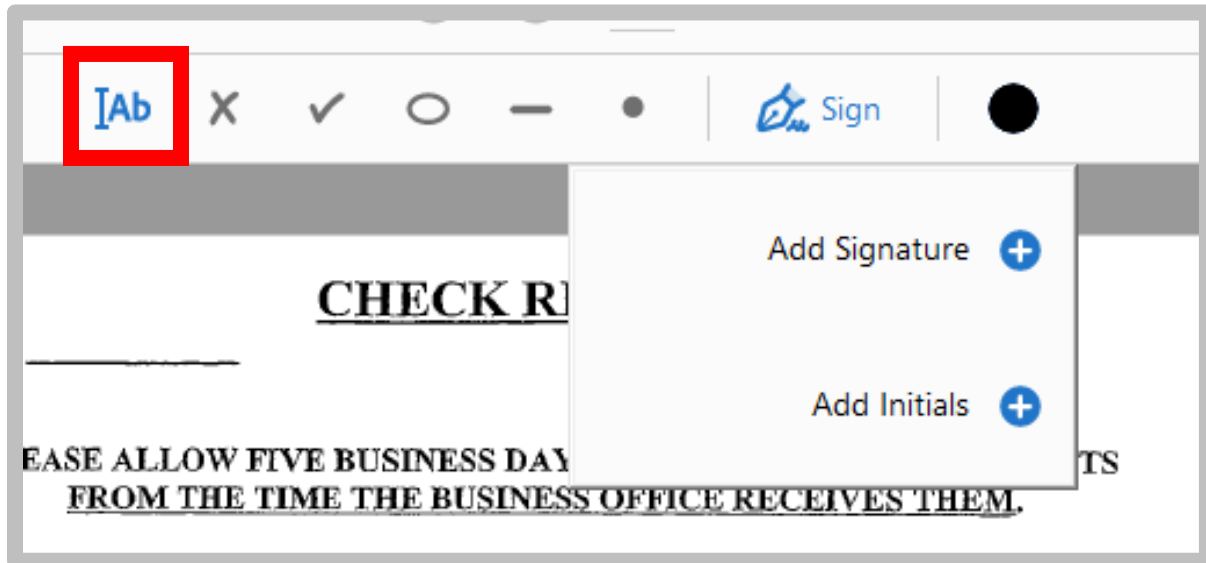
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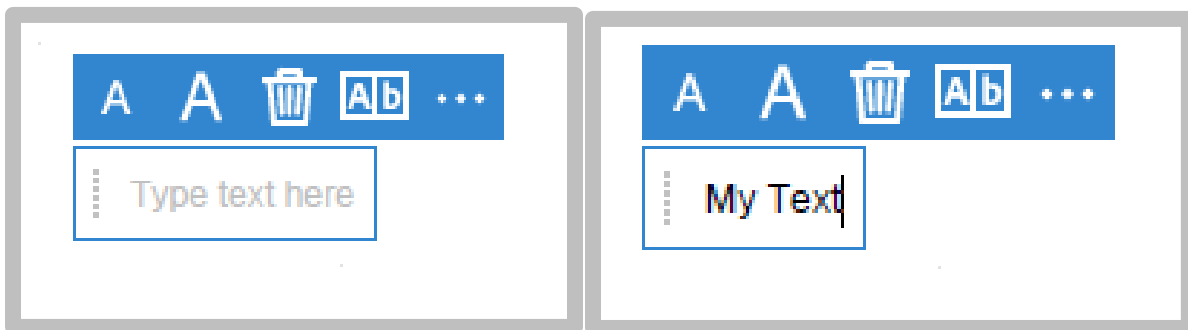


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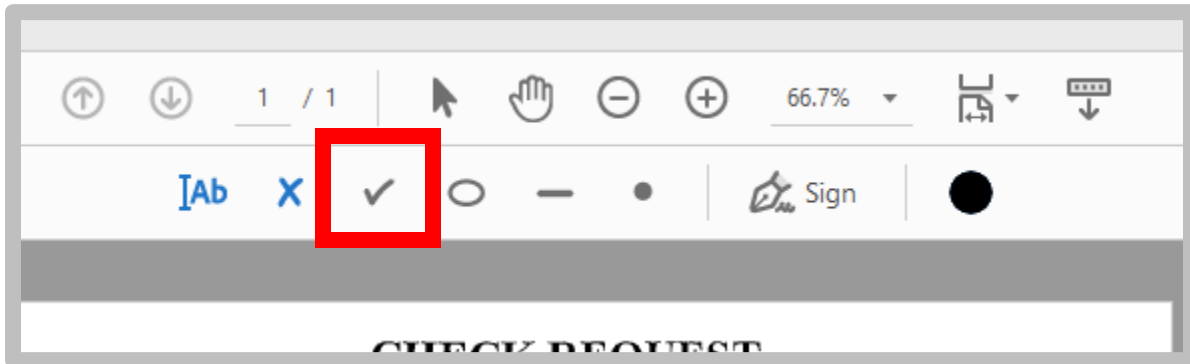


Your cursor will become the icon for you to click on the screen. After clicking on the screen, you can type your text in the text box. You can click enter to go to the next line. Once you are done just click outside of the box to finish the text box. Repeat this for each line that needs to be completed on the form.

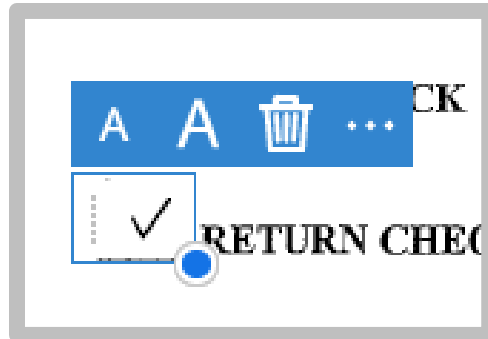


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For the “Mail Check” and “Return Check To” options there is a check mark button that you can use to put in that specific field



This will work like the text box where your cursor will convert into a check mark and you will be able to place it in the correct field.



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CHECK REQUEST

DATE: 10/20/2020

**PLEASE ALLOW FIVE BUSINESS DAYS TO COMPLETE THE REQUESTS
FROM THE TIME THE BUSINESS OFFICE RECEIVES THEM.**

PAY TO: John Smith ID# 123456 (S.S.# - -)

COMPLETE ADDRESS: 333 Thomas More Pkwy
Crestview Hills, KY
41017

PURPOSE: My purchase

AMOUNT: \$ 1000.00

10 DIGIT ACCOUNT NUMBER(S) TO CHARGE	<u>10 - 2345 - 5678</u>	<u>\$ 1000.00</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>
	<u>- - -</u>	<u>\$</u>

REQUESTED BY: Mary Smith

APPROVED BY: Gary Smith

MAIL CHECK

RETURN CHECK TO: John Smith BY: Return date
(Date)

It can be attached to an email for further signatures and payment processing.

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