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## **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



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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  
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