



Finance and Business Services Division Accounts Payable Department

Process Guide for Special Handling Request Form

→ Find the form at this link: <https://forms.office.com/r/qC3sdbibt2>

Note: This form requires sign-in to your sdccd.edu email in order to ensure proper recordkeeping. Non-SDCCD employees are not allowed to pick up checks from the District Office.

1. Click **Start Now** to access the form.
2. Please read the first page and click **Next**
3. Answer the following questions by going through the Special Handling Form.
*****ONE request per form only.** Each check being pulled out of the check run needs its own submission. After completing the form, there is an option to submit another answer.
4. For pickup: ensure that the email for the contact person is correct.

Upon submission of the form, you will receive an email as confirmation of your submission. This is for your records only and is an automated email.

Email any questions to Robin Watkins rwatkins@sdccd.edu and Rebecca Hu rhu@sdccd.edu