

## **B PAAR Check Requisitions**

When requesting **PAAR** checks, designated staff prepare and submit an interoffice memo to the [Office of Accounts Receivable and Collections](#) (OARC) requesting a supply of PAAR checks. Once the request is submitted, the following occur:

- OARC authorizes a maximum three month supply.
- PAAR checks are issued in sequential order, beginning with the next available serial number.
- The beginning and ending check numbers issued are generated by **PARIS** and display on the Checks Issued to Site screen.
- Every distribution of blank PAAR checks is recorded by OARC and a Verification of Receipt Memo accompanies the blank checks.

Upon receipt of the PAAR checks, the responsible supervisor or manager completes the following:

- Verifies the number of checks received.
- Checks the serial numbers on the Checks Issued to Site screen in PARIS, and keys the date received.
- Signs and returns the memo to OARC verifying the receipt of the blank checks, when the serial numbers on the OARC Verification of Receipt Memo matches PARIS.