

E PAAR Check Requests

The **PAAR** Payment Authorization (ACY-1151A) form is completed by authorized staff for each PAAR check requested.

Upon receipt of the ACY-1151A, and when necessary the participant's case file, the designated staff completes the following:

- Obtains the PAAR check in sequential order beginning with the lowest serial number.
- Keys all the following information on the Check Inquiry Screen in **PARIS** prior to the check being signed:
 - All PAAR fund codes
 - Check number and amount
 - Dates
 - Participant information, when necessary
- Prints the updated Check Inquiry Screen and attaches it to the ACY-1151A.
- Takes all of the following to the Authorized Signer for review and signature:
 - Completed PAAR Check
 - ACY-1151A
 - Screen print of Check Inquiry Screen
 - Participant case file, when necessary

WARNING

The Authorized Signer must verify that the information is correctly keyed into PARIS.