

VENDOR NAME:

CHECK AMOUNT:

**Dougherty County School System
Finance Department**

Special Handling Form

Note: The Special Handling Form should be used for any special instructions for accounts payable and payroll checks. (For example, hold for pickup, mail in special envelope provided, mail with the attached documents.) After completing this form, STAPLE all documents to be sent with the check to the vendor invoice and/or Write A Check form on the top LEFT SIDE of the pay packet, if applicable.

Please (✓) check the appropriate box.

<input type="checkbox"/>	Hold Check In Vault
<input type="checkbox"/>	Mail Check
<input type="checkbox"/>	Mail documents with check
<input type="checkbox"/>	See Instructions Below