


## PROCEDURES TO REQUEST DOCUMENTS

1. Display the document in IRIS using FB03
2. Click on the hat icon  to see who entered the document.
3. If it was entered by someone other than the Treasurer's office, please contact that person directly for supporting documentation.
4. If it was entered by the Treasurer's office, please email the following information to [controllerdocs@tennessee.edu](mailto:controllerdocs@tennessee.edu)
  - ✓ Document number
  - ✓ Date of Document
  - ✓ Amount of Document

Once the information is received, copies of the documentation will be emailed to the requestor within 24-48 hours.

## PROCEDURES TO REQUEST FRONT & BACK COPY OF A CHECK

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  - ✓ Check number
  - ✓ Amount of check
  - ✓ Date of check/Payment date
  - ✓ Check encashment date

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3. Click environment
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