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
   - 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

1. Send the following check information to controllerdocs@tennessee.edu
   - Check number
   - Amount of check
   - Date of check/Payment date
   - Check encashment date

If you do not have this information, follow these steps:

1. Display the document in IRIS using FB03
2. Click on the recipient’s name
3. Click environment
4. Click check information

You will receive a front & back copy within 24-48 hours.