<div align="center">**INSTRUCTIONS FOR COMPLETING DEPARTMENTAL CHECK CANCELLATION REQUEST FORM**</div>

STEP 1: **Date the form and enter the name, department, phone, and e-mail address of the individual making this request.**

STEP 2: **Choose the appropriate action:**

Select "Cancel Only" if...

A. *You <u>do have</u> the original check and need to have it cancelled and credited back to your FAS account. Designate that a stop payment is not needed and that the original check is attached. Forward the completed request form and check to the PPS Help Desk in Financial Services.* <u>**or**</u>

B. *You <u>do not have</u> the original check and you need it cancelled and credited back to your FAS account. Designate that a stop payment is needed and the original check is not attached. Forward the completed form to the PPS Help Desk in Financial Services.*

<div align="center">**or**</div>

Select "Cancel & Reissue" if...

C. *You <u>do have</u> the original check and need to have it cancelled and reissued. (e.g. original check stale dated, mutilated, payee misspelled, etc.) Designate that a stop payment is not needed and that the original check is attached. Include a written/email statement from the payee/vendor indicating why the check reissuance is required. Forward the check, completed form and statement to the PPS Help Desk in Financial Services.* <u>**or**</u>

D. *You <u>do not</u> have the original check and you need it cancelled and reissued. Designate that a stop payment is needed and the original check is not attached. Provide a written/email statement from the payee/vendor indicating why a check reissuance is required. Forward the completed form and statement to the PPS Help Desk in Financial Services.*

STEP 3: **Complete the check information: (Required)**

PAYEE: The name of the individual or organization that the check was made payable to

CHECK DATE: The date that appears on the check; indicated on the check or FAS ledger.

CHECK AMOUNT: The dollar amount of the check indicated on the check, FAS ledger or department's internal records.

CHECK NUMBER: The 6 digit number that appears on the check. Found on the check, FAS ledger or department's internal records.

FAS ACCOUNT #: the 10 digit account number that was charged for this check. Found on the FAS ledger or department's internal records.

VOUCHER #: 6 digit number preceded by an alpha character. Found on the check stub, FAS ledger, department's internal records, or the original request document (e.g. travel advance).

VENDOR #: 10 digit number preceded by an alpha character. (If available)

REASON FOR CANCELLATION: Indicate the particular reason for the cancellation.

STEP 4: **Complete the information for the reissued check if applicable.**