INSTRUCTIONS FOR COMPLETING DEPARTMENTAL CHECK CANCELLATION REQUEST FORM

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 do have 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. or

B. You do not have 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.

or

Select “Cancel & Reissue” if...

C. You do have 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. or

D. You do not 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.