

CANCELLED CHECK PROCEDURES

Checks that are LOST and need RE-ISSUED or CLOSED:

All Lost/void check information should go to the TREASURY MANAGEMENT department. A [Treasury Management Check cancellation request form](#) (completed by vendor), a [Cancel Check Request Form](#) and a copy of all original paperwork should be sent to the Treasury Management department at UCT 902.

When all paperwork is complete, Treasury Management will forward all paperwork to General Accounting for processing.

GENERAL ACCOUNTING will then process the 'STOP'/reissue or close liability in FMS.

Backup required by General Accounting:

1. **Treasury- Check Cancellation Form** attached to copy of all original paperwork.
 2. **Cancel Check Request form**, complete with CLEAR reason for void/re-issue or cancel and **signature** of person requesting the entry.
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Checks to be REISSUED- no changes: *When original check is in hand*

Department sends the ORIGINAL CHECK, a **signed** CANCEL CHECK REQUEST FORM and appropriate documents to GENERAL ACCOUNTING for processing as Void/ re-issue in FMS.

Backup required by General Accounting:

1. **Cancel Check Request form**, complete with CLEAR reason for cancel/Close liability and signature of person requesting the cancel.
 2. **Original Check.**
 3. A copy of the original documentation required by Approving team for the initial check.
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Checks written to the WRONG VENDOR or if check is simply NO LONGER NEEDED and liability should be closed: *When original check is in hand and there is no re-issue.*

Department sends the ORIGINAL CHECK and a **signed** CANCEL CHECK REQUEST FORM to GENERAL ACCOUNTING for processing as VOID/ close liability in FMS.

Backup required by General Accounting:

1. **Cancel Check Request form**, completed - with CLEAR reason for cancel/Close liability and signature of person requesting the entry.
 2. **Original Check.**
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Checks written with WRONG ADDRESS or AMOUNT:

When original check is in hand and there is a need to re-issue WITH CORRECTIONS.

Department sends the ORIGINAL CHECK, a **signed** CANCEL CHECK REQUEST FORM and appropriate documents to GENERAL ACCOUNTING for processing as VOID/ Re-Open Voucher(s)/Place on Hold in FMS. An email will be sent to the person originating the voucher to correct the voucher as needed.

Backup required by General Accounting:

1. **Cancel Check Request form**, – signed, completed, and with CLEAR reason for request.
 2. **Original Check.**
 3. A copy of the original documentation required by Approving team for the initial check.
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All documents are returned to disbursements for matching (if needed) and filing to be sent for scanning.