

University of North Florida
Request for Void/Stop Payment of Check

Payee Name _____

Address (if different from check) _____

Check Number _____

Bank Code (Check One):

AP

ST

Check Issuance date _____

SR

BW-PR

AC

Other (SAMAS Checks)

Amount _____

REASON FOR REQUEST (Check One)

Void in Banner-Do not Re-establish Invoice: I certify that the check indicated above was processed in error and that I have the original check. (Please attach the original check to this request form, mark void on the check, and cut the signature portion).

Reason for error:

Wrong vendor

Duplicate Payment

Other- Explain _____

Void in Banner- Re-establish Invoice: I certify that the check indicated above has to be voided for one or more of the following reasons, and that I have the original check. (Please attach the original check to this request form, mark void on the check, and cut the signature portion).

The check was processed in error. Reason for error:

Incorrect address

Check damaged when printing

Wrong dollar amount

Other- Explain _____

The check was not cashed within the allotted period of time and is no longer valid.

Stop Payment – Re-establish Invoice: I certify that the check indicated above has not been received by the vendor or was lost. I request that a stop payment order be placed and a new check be issued and mailed to the address listed above. Explain:

Stop Payment- Do not Re-establish Invoice: I certify that the check indicated above was mailed in error, or has not been received by the vendor or was lost. Explain:

Requestor Name _____

Requestor Signature _____ Date of Request _____

FOR CONTROLLER'S OFFICE USE ONLY

Date Stop Payment was Placed _____ (Please attach a copy of the Stop Payment Screen from Wachovia)

Initiated By _____

Banner Invoice Number _____ Date Invoice was Voided in Banner _____

Initiated By _____

Date Check was Voided in Banner _____

Initiated By _____

MARKED VOID IN EVISIONS:

Initiated By _____

Date _____

All items in this section must be completed. For items that do not apply, put "N/A".

After all processes have been completed, route original with original voided check attached (if applicable) to Karene Melkumova in General Accounting.