Create Request: “Cancel/Reissue A Check”

The purpose form to track check cancellations and reissues by the Office of Compliance. Not all workers will have access due to security roles. Procurement and Expense Specialists all have access to this form and can submit on your behalf, if necessary.

Step 1: Search for “Create Request” and select “Cancel/Resissue Check”

Step 2: Complete the form

Detailed explanation of why the cancellation is needed.
Note:
Some fields will change and expand based on how the question is answered. For example, when the name or address needs changed or updated, selecting “yes” will bring up boxes to be completed.

Once the form is completed, the requestor can add attachments and comments. When the form is submitted, it will route to both Compliance for reissue and the Treasurer’s Office so that a stop pay can be issued, if necessary. The Office of Compliance can pull reports of cancelled/reissued checks, if necessary, from this form.