

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.

A screenshot of a search bar containing the text "create request" and a close button. Below it is a modal window titled "Create Request" with a close button in the top right corner. The modal contains a "Request Type" dropdown menu with "Cancel/Reissue a Check" selected. An "OK" button is visible at the bottom left of the modal.

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

A screenshot of the "Cancel/Reissue a Check" form. The title bar is blue with the text "Cancel/Reissue a Check" and a logo. Below the title bar is a blue header with the text "Use this form to cancel and/or reissue a check." The main content area is white and contains a "Describe the Request" field with a red asterisk. Below this is a yellow callout box with the text "Detailed explanation of why the cancellation is needed." The form includes a "Payee Name (Required)" text input field, a question "Does the Payee Name need to be updated/changed? (Required)" with radio buttons for "Yes" and "No", and another question "Does the original address the check was mailed to need to be updated? (Required)" with radio buttons for "Yes" and "No".

Step 2:
Complete the form

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.

Does the Payee Name need to be updated/changed?
(Required)

Yes
 No

Enter in the updated Payee Name in the below box.
(Required)

Does the original address the check was mailed to need to be updated?
(Required)

Yes
 No

Use the box below to submit updated address.
(Required)

Check Number
(Required)

Check Date
(Required)

MM Check Amount
(Required)

Is the cancelled check being paid by a Grant?
(Required)

Action Requested:
(Required)

Cancel and Reissue Check
 Cancel Check (payment is not needed)

Reason for Request:
(Required)

Check not delivered
 Check damaged
 Check expired/stale
 Payment needed in different manner

Different Payment Methods:
(Required)

ACH
 Wire

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.