

<b>Subject: Stop Payment on Checks</b>	Author:
Effective Date:	Last Review Date:
Last Revision: February 5, 2003	Revised By:
Contact Name:	Contact Email:
Approved By:	Page 1 of 1

When a request for stop payment has been determined necessary for a payroll or accounts payable check, the following procedures are to be followed.

A) Use the [Stop Payment Form](#). When completed, this form should be sent to the Controller's Office. The following information must be provided:

- 1) Reason for request
- 2) Payee
- 3) Check number
- 4) Check amount

B) The Controller's Office will notify the bank to stop payment once received.

C) The bank will confirm the stop payment request to the Controller' Office. The Controller's Office will initiate repayment of a payroll or accounts payable check if a liability still exists.

D) Should a vendor/payee notify you that a check has been returned due to "Stale Date".

- 1) Original check must be obtained and sent to the Controller's Office. The Controller's Office upon receipt will initiate reissue.

E) Except in the case of known theft or forgery, a minimum of five (5) working days is required before a stop payment request is completed. The five (5) working days begin 48 hours after the original check date.