

## When to void /cancel a check

- If a vendor calls about a payment and the check has been issued but never received, the check may be cancelled and reissued. Before a check can be reissued please verify the following:
  1. The check was issued more than three weeks prior to the vendor calling.
  2. The check is not in Student Financial Services Center (Lassen Hall – Cashier’s Office) waiting to be picked up by the vendor/employee.
  3. The check has not been cashed.
  
- If the check has been truly lost in the mail, email the Tech responsible for handling the vendor. Request a stop payment be place on the check. The Tech will need to know the following information in order to initiate the stop payment: vendor’s name, PO number if applicable, check number, the name of the vendor’s contact person, vendor’s phone number and fax number.
  
- The Tech will mail or fax the vendor a “State Agency Trust Check Replacement Application”. This form must be completed and returned prior to reissuing the check. The replacement application requires an original signature and must be notarized if the vendor is an out-of-state vendor. Do not fax back, need original documents.  
<http://www.documents.dgs.ca.gov/osp/pdf/std805a.pdf> for in state checks. <http://www.documents.dgs.ca.gov/osp/pdf/std805b.pdf> for out of state checks.
  
- The stop payment process is initiated by Accounts Payable upon sending the replacement application to the vendor. The entire process may take a minimum of one to two weeks to complete. Any delay in receiving the completed application back from the vendor delays issuance of the replacement check.
  
- Once the replacement application has been received and the stop payment has been confirmed, a new check will be issued and mailed to the vendor.