



## Check Cancellation/Stop Payment Form

**Instructions/Purpose:** Submit this form along with the actual check(s) to be voided to Accounts Payable, ASB Room 302, 65 Davidson Road, Piscataway, NJ 08854, Busch Campus. Reissues of stop payments will be processed after confirmation from the bank that the stop payment has been processed. If you need assistance, contact Accounts Payable at 848-932-4375, option #3.

Check Number	Check Date	Check Amount	Supplier Name		Void Only	Void and Reissue	Stop Payment Only	Stop Payment and Reissue
90093500	5/8/2017							
Reason (required):								

Check Number	Check Date	Check Amount	Supplier Name		Void Only	Void and Reissue	Stop Payment Only	Stop Payment and Reissue
Reason (required):								

Check Number	Check Date	Check Amount	Supplier Name		Void Only	Void and Reissue	Stop Payment Only	Stop Payment and Reissue
Reason (required):								

Prepared By (please print):		Signature: Michelle Stur	
Request Date:	Campus Phone Number:	Department:	

**Disbursement Control Use Only**

Date Processed:

Processed By:

**Replacement check should be sent to:**

Name:

Address: