

STOP PAYMENT & PHOTOCOPY OF CHECK

PROCEDURE FOR PROCESSING A STOP PAYMENT ON A CHECK

On occasion, individuals or vendors report checks missing and request a replacement. The claimant must complete, sign and date the **Stop Payment Request Form**. They must indicate the check number, amount, and check date correctly on the form. The form will be forwarded to the Accounting Office, which will process the stop payment using the following steps:

- A. A. Log on to PCInVision for Windows and select the stop payment entry option.
- B. B. The screen will request the check number range, payee name, reason for the request, amount of the check and the check issue date.
- C. C. The bank will process the information and issue a Stop Payment Entry Confirmation. A copy of this form will be maintained in the Accounting Office file. The Accounting Office staff will complete the bottom portion of the original Stop Payment Request Form authorizing a replacement check to be issued, and return the form to the originating department.
- D. D. If the check has already been presented and cashed by the bank the Stop Payment Entry Confirmation will indicate the date the check was cashed and give the option to request a photocopy. The photocopy should be ordered. Return the original Stop Payment Request Form to the originating department indicating that a replacement check is not to be issued.

PROCEDURE FOR REQUESTING A CHECK PHOTOCOPY

Vendors may request a photocopy of a check issued to the University to validate their records. A **Check Copy Request Form** will be completed by the requesting department and forwarded to the Accounting Office. If the check is more than 45 days old the request must be placed by telephone to First Union Bank providing the bank account number, check number, amount of the check, date the check cleared the bank and the check sequence number. If the check is less than 45 days old it may be requested through PCInVision using the following steps:

- A. A. Log on to PCInVision for Windows and select the stop payment photocopy option.
- B. B. The screen will request the check number and amount.
- C. C. The bank will process the information and issue a Stop Payment Photocopy Confirmation. A copy of this form should be maintained in the Accounting Office file. The photocopy will be mailed or faxed to the Accounting Office and should be forwarded to the originating department.