
2316 STOP PAYMENTS/CHECK CANCELLATIONS

Effective: November 2006
Last Reviewed: April 2018
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish the responsibility for processing stop payment and check cancellation requests.

POLICY

1. The [Office of the Comptroller](#) is responsible for maintaining an effective and efficient system for stop payments and/or check cancellations.
2. Stop payment requests should be sent to the [Accounts Payable](#) Department immediately upon the discovery that a check has been lost or stolen. This notification must include the payee, the amount of the check and the reason for the stop payment request.
3. Cancellation of a check will occur only upon the receipt, in Accounts Payable, of a written request stating the reason for the cancellation.
4. Replacement checks will be issued in a timely manner.