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## 2316 STOP PAYMENTS/CHECK CANCELLATIONS

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

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### PURPOSE

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

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### POLICY

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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.