

Void Check & Voucher

Reason for request _____

Payee _____

Check number _____ Amount _____

Date issued _____ F.Y. _____

Request authorized by _____

Check is outstanding as of _____ PER _____

Stop payment order issued on _____ PER _____

Check voided by _____ Date _____

Voucher voided (Accounting) by _____ Date _____

Note: Common reasons to use this form include:

- Wrong payee
- Need two checks
- Different amount needed
- Duplicate Payment

When this form is used, new voucher(s) must be created by the appropriate area so that new check(s) may be issued to the correct payee(s).

Business Office: After completing the voiding process, please forward this form to the Cashier's Area.

SS= _____

Control Number _____