

INSTRUCTIONS

Complete all fields, attach the check, and send by campus mail to *Accounts Payable*.

CONTACT INFORMATION	DISBURSEMENT INFORMATION
Today's Date:	Check Number:
Name:	Check Date:
Department:	Check Amount:
Phone:	Document Number:
Email:	Remit to Payee Name:

ACTION REQUESTED

Cancel check and reissue

Cancel check with NO reissue

EXPLANATION