



Payment Cancellation/Reissue Form

Instructions: Submit this form along with the actual check(s) to be voided, if available, to: checkinquiries@finance.rutgers.edu OR Accounts Payable, 33 Knightsbridge Rd., Piscataway, NJ 08854. Reissues of stop payments will be processed after confirmation from the bank that the stop payment has been processed. If you need assistance, contact: checkinquiries@finance.rutgers.edu.

Please note: If supplier needs to be changed please select "Cancel Payment Only". You will need to create a new requisition to the correct supplier.

Supplier Name	Cancel Payment and Reissue		Cancel Payment Only
	Check Date	Check Number	Check Amount
Reason (required):			

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	Check Date	Check Number	Check Amount
Reason (required):			

Supplier Name	Cancel Payment and Reissue		Cancel Payment Only
	Check Date	Check Number	Check Amount
Reason (required):			

Prepared By (please print):		Signature:
Request Date:	Campus Phone Number:	Department:

Disbursement Control Use

Only Date Processed:

Processed By:

Replacement check should be sent to:	
Name:	
Address:	