



Payment Cancellation/Reissue Form

Instructions: Submit this form along with the actual check(s) to be voided if available to Rutgers University Accounts Payable, P.O. Box 2686, New Brunswick, NJ 08903 or AP, 1 KB East, 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):			

Supplier Name	Cancel Payment and Reissue		Cancel Payment Only
	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: