



## Payment Cancellation/Reissue Form

**Instructions:** Submit this form along with the actual check(s) to be voided, if available, to: [checkinquiries@finance.rutgers.edu](mailto: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](mailto: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.

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

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

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

<b>Prepared By (please print):</b>		<b>Signature:</b>
<b>Request Date:</b>	<b>Campus Phone Number:</b>	<b>Department:</b>

**Disbursement Control Use**

**Only Date Processed:**

**Processed By:**

<b>Replacement check should be sent to:</b>
<b>Name:</b>
<b>Address:</b>