



Check Cancellation/Stop Payment Form

Instructions/Purpose: Submit this form along with the actual check(s) to be voided to Rutgers University Accounts Payable, P.O. Box 2686, New Brunswick, NJ 08903. Reissues of stop payments will be processed after confirmation from the bank that the stop payment has been processed. If you need assistance, contact Accounts Payable at 848-932-4375, option #3.

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

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

Check Number	Check Date	Check Amount	Supplier Name	Void Only	Void and Reissue	Stop Payment Only	Stop Payment and Reissue
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: