

## 4.250 Replacement or Cancellation of Vendor Checks

### I. Reasons for Replacement or Cancellation of a Vendor Check

- A. Check is lost, stolen, damaged, or destroyed.
- B. Vendor claims they have not received the check.
- C. Check is considered stale-dated if it is not cashed within 120 days after the check date. Financial institutions may refuse to honor a stale-dated check.
- D. Check was issued in error (i.e. wrong vendor name, wrong amount, etc.).

### II. Procedures for Replacement (Reissue) of Vendor Check

- A. Contact RCUH Accounting and provide the following information:
  - 1. Check number
  - 2. Vendor name
  - 3. Reason for replacement request
- B. If the original check is available, mark the face of the check with "VOID" and forward to RCUH Accounting.
- C. If the original check is not available, RCUH Accounting will verify with the financial institution if the check is still outstanding. If the check amount is \$1,000 or greater, RCUH Accounting will process a stop payment request with the financial institution.
- D. RCUH Accounting will process an Authorization for Payment to reissue the original check. The reissued check will be forwarded to the fiscal office.

RCUH Accounting can only reissue checks payable to the original Vendor Name. If a check is needed for a Vendor Name that differs from the original name, follow the procedures for cancellation of vendor check (below), and process a new payment transaction for the corrected or revised Vendor Name.

### III. Procedures for Cancellation of Vendor Check

- A. Contact RCUH Accounting and provide the following information:
  - 1. Check number
  - 2. Vendor name
  - 3. Reason for cancellation
- B. If the original check is available, mark the face of the check with "VOID" and forward to RCUH Accounting.

- C. If the original check is not available, RCUH Accounting will verify with the financial institution if the check is still outstanding. If the check amount is \$1,000 or greater, RCUH Accounting will process a stop payment request with the financial institution.
- D. RCUH Accounting will prepare and process a journal entry to cancel the check and credit the project number and budget category.

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