

Cancellation of University Checks (non-payroll)

FIN-ACC-I-520



About This Policy

Effective Date:

02-01-1996

Last Updated:

12-01-2005

Responsible University Office:

Financial Management Services

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

Joan Hagen

Associate Vice President
and University Controller,
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Related Information

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Policy Statement

Disbursement checks will be canceled based on form A-121-B (Request for Check Cancellation). This form should be sent to the Office of Financial Management Services, Customer Service division.

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Reason For Policy

To ensure that university financial records are updated in an accurate and timely manner for all transactions relating to the cancellation of university checks (non-payroll).

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History

The source to this policy is:

Office of the Treasurer