

PROCEDURE TO PROCESS A VOID AND/OR REISSUE

Before filling out the Void and Reissue Accounts Payable Check Form, you will need to call/email the Treasurer's Office to find out if the check has cleared the City's bank account.

You will need to provide them:

- Check Number
- Check Date
- Dollar Amount
- Vendor Name

If check has not cleared the City's bank account, you can proceed with the void and/or reissue request.

VOID AND REISSUE ACCOUNTS PAYABLE CHECK FORM INSTRUCTIONS

1. DATE:
 - Date you are filling out form
2. CITY DEPARTMENT INFORMATION:
 - Department payment was issued from
3. ACCOUNTS PAYABLE VENDOR AND PO NUMBER:
 - Vendor Number
 - Vendor Name
 - Purchase Order Number (attach copy of original PO, if possible)
 - Dollar Amount
 - Check Date
 - Check Number
 - Reason for void/reissue
4. REISSUE DESCRIPTION (YES OR NO)

- If all information on a check is correct (e.g. vendor name, address, dollar amount), but vendor did not receive check for any reason (e.g. lost in the mail; etc.), then you will fill out the attached form and under “REISSUE DESCRIPTION”, you will enter “YES”.
- If the check has any incorrect information (e.g. vendor name, address, dollar amount, or a duplicate payment was issued; etc), then you will fill out the attached form and under “REISSUE DESCRIPTION”, you will enter “NO”.

5. DEPARTMENT PERSON REQUESTING VOID AND REISSUE:

- Employee name and Department

6. SIGNATURE OF DEPARTMENT EMPLOYEE SUPERVISOR:

- Department Head or Supervisor