

# Procedure to Process a Void and/or Reissue

## Step 1: Verify Check Status

Before completing the **Void and Reissue Accounts Payable Check Form**, you must contact the Treasurer's Office by phone or email to determine whether the check has cleared the City's bank account.

Be prepared to provide the following information:

- Check number
- Check date
- Dollar amount
- Vendor name

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

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## Void and Reissue Accounts Payable Check Form Instructions

### 1. Date

- Enter the date the form is being completed.

### 2. City Department Information

- Indicate the department from which the original payment was issued.

### 3. Accounts Payable Vendor and PO Information

Provide the following details:

- Vendor number
- Vendor name
- Purchase Order (PO) number (attach a copy of the original PO, if available)
- Dollar amount
- Check date
- Check number
- Reason for the void and/or reissue request

### 4. Reissue Description (Yes or No)

- **YES**  
Select “YES” if all information on the check is correct (e.g., vendor name, address, and dollar amount), but the vendor did not receive the check for reasons such as loss in the mail.
- **NO**  
Select “NO” if the check contains incorrect information (e.g., vendor name, address, or dollar amount), or if a duplicate payment was issued.

## **5. Department Requesting Void and/or Reissue**

- Enter the name of the employee requesting the void and/or reissue and the employee’s department.

## **6. Supervisor Authorization**

- The form must be signed by the Department Head or authorized supervisor.