

# SAN DIEGO STATE UNIVERSITY RESEARCH FOUNDATION

## VOID/STOP PAYMENT REQUEST

- Check One:**  **Stop Payment:** Check lost, stolen, received and original check not available. Send via e-mail to SDSURF Accounts Payable at [sdsurfap@sdsu.edu](mailto:sdsurfap@sdsu.edu)
- Void:** Check incorrect or not needed. Print this form, attach original check, and send to Accounts Payable.
- Stale Date:** For Financial Management use only, checks over 6 months old.

**Stop Payment Instructions: Complete the void/stop payment request form then e-mail as a PDF attachment to SDSURF Accounts Payable ([sdsurfap@sdsu.edu](mailto:sdsurfap@sdsu.edu)). Your request will be used to process a stop payment with First Republic Bank and a cancellation in Banner.**

Check Number: \_\_\_\_\_ Amount of Check: \_\_\_\_\_ Date of Check: \_\_\_\_\_

Payee: \_\_\_\_\_

Reason: \_\_\_\_\_

**REISSUE:**  Yes  No

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ACCOUNTS PAYABLE USE ONLY

Stop Pay Issued By: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmation #: \_\_\_\_\_  
(Initials stamp)

Cancelled In Banner By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Accounts Payable Tech)

Banner Invoice Reissue #: (if applicable) \_\_\_\_\_