

# SOFAS Check Cancellation Request

## Requester Organization Information

Organization Name: \_\_\_\_\_  
 Organization #: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_  
 Name of Requester: \_\_\_\_\_

## Cancelled Check Information

Payee Name: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Organization #: \_\_\_\_\_  
 Voucher #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Ref #: \_\_\_\_\_  
 Reason for Cancel: \_\_\_\_\_

Requesters Signature

Date

## Reissue Information- if requested

Would you like a Reissue?

Would you like the Reissue check picked up or mailed?

If mailed what address?

**Please email request to [sofas@ku.edu](mailto:sofas@ku.edu)**

## Cancel and Reissue Process – SOFAS office only

Add check to cancellation excel sheet

Cancel check in singlepoint

Date sent to FACC: \_\_\_\_\_ Request completed by: \_\_\_\_\_

FACC to cancel checks in PeopleSoft

Date completed by FACC: \_\_\_\_\_ Completed by: \_\_\_\_\_

### **If reissue:**

Submit voucher request form for reissue with info from original request

Date requested: \_\_\_\_\_ Reference #: \_\_\_\_\_

Once check is issued send confirmation email

Date issued: \_\_\_\_\_ Reissue check #: \_\_\_\_\_

If you have original check please send back to Lisa Hetrick @ 1246 West Campus Road, Rm 20