

GEORGETOWN UNIVERSITY



FINANCIAL AFFAIRS MANUAL

Issuing Department Accounts Payable		Topic Stop Payments & Voids	Policy # FA 104-10	
New	Revised 07/27/2009 03/04/2011		Supersedes Policy #	Effective Date 07/01/2002

100.1 POLICY: Stop Payments and Voids through Accounts Payable

100.2 STATEMENT: This Stop Payment and Void policy ensures that vendors receive replacement checks promptly when applicable.

100.3 APPLICABILITY: This policy applies to all vendors receiving checks and departmental personnel requesting checks from Accounts Payable.

100.4 GUIDING PRINCIPLES/PURPOSE: The Stop Payment and Void policy ensures that the University issues prompt replacement checks to vendors if and when the check is not received by the payee.

100.5 ADMINISTRATION AND IMPLEMENTATION: The Office of Accounts Payable will research the status of a check deemed missing or otherwise not received by the payee. A missing check is defined as payment issued and mailed within the past ten (10) business days.

FOR STOP PAYMENTS

Departments can now request Stop Payment online by going to the Accounts Payable website and clicking on the [Stop Payment](#) form. The completed form must be emailed to apstoppayments@georgetown.edu. It is the requesting department's responsibility to verify the original name and address are accurate before reissuance of payment. When the vendor or department needs immediate reissue of the payment to avoid penalties or fees, the department should contact the Office of Accounts Payable by telephone or email by 11 a.m. for same day processing. The online form will still need to be completed.

Once contacted, if bank records reveal that the check has not been presented or "cashed", Accounts Payable will notify the bank to place a stop payment action on said check.

When Accounts Payable reissues checks for payments lost in transit (never reached payee after being mailed or couriered), Accounts Payable will recode the document with the originating document control number ending in R. For example, a reissued payment on **E1022000** would carry the document number **1022000R**. Accounts Payable does not require the department to prepare an additional request for payment for a lost or misplaced check (check lost and or damaged by payee before it was cashed).

If the original payment contained an error in payee, dollar amount, or other unique data, Accounts Payable requires the department to prepare a new document requesting payment for the correct payee, amount, or other data. The new voucher must be hand delivered to Accounts Payable before reissuance of payment.

If either the vendor or department finds the check once the stop payment is in place, the department or vendor should return the check to Accounts Payable marked "VOID" across the face, with a copy of the stop payment form attached to the check.

CHECKS TO BE VOIDED

Occasionally, a department finds they no longer need a check once it is issued or that a correction is necessary to information originally submitted. For example, a department may find payment was done by Procurement Card or is otherwise duplicated. At this point they must be in possession of the **original** University check. The department must mark the original check "VOID" across the front and return the check to the Office of Accounts Payable. A completed VOID Transmittal form should accompany the original voided check. Void transmittals can be located by visiting the Accounts Payable website. Cancellation of the check will credit the originating department budget(s). The Void Transmittal form can be found [here](#).

As in the case of a stop payment, if any correction is needed to reissue a check that has been voided, a new payment voucher must be submitted to Accounts Payable.

100.6 RESPONSIBILITIES: The department issuing the payment request needs to be sure that the check request does not duplicate a payment made by credit card.

Accounts Payable must check with the bank or Distribution Services to be sure that the check has not been presented for payment or is awaiting pick up in Distribution Services.

100.7 ENFORCEMENT and ACCOUNTABILITY: The policy is enforced by the campuses' Chief Financial Officers and Internal Audit. Additional reviews may be conducted by the University's financial auditors, A-133 auditors, or agency specific auditors.

All employees who have financial accountabilities should attend the prerequisite operational training courses through T&OD. Classes are listed at http://hr.georgetown.edu/training_development/index.html

100.8 RESOURCES: See also the policy FA 109-03 on Stop Payments—Payroll.

100.9 APPROVAL: Associate Vice President, Administrative Services

100.10 REVIEW CYCLE: Annually