## **REQUEST TO VOID CHECK (WARRANT)**

| Date:                                     | Requested by:   | Dept.:   |
|---|---|--|
| Warrant #                                 |   | Issued Date  |
|   |   | Voucher #  |
| Vendor Name                               |   | Amount:  |
| Vendor Address                            |   | Void and reissue   |
|   |   | Void put on hold   |
|   |   | Void do not reissue  |
|   |   |  |
| Reas                                      | on for Void:  |  |
|   | Stale Dated   |  |
|   | Lost in the mail  |  |
|   | Issued to wrong address   |  |
|   | Issued to wrong Vendor  |  |
|   | Other   |  |
| (explain other)                           |   |  |
|   |   |  |
|   |   |  |
| Please forward to                         | Fiscal Services for approval FS Approval/Date   |  |
|   |   | William Morrison, AP Supervisor  |
| Palomar College                           |   |  |
| Vendor #<br>Vendor Name<br>Vendor Address | REQUEST TO VOID CHECK Requested By:  on for Void: Stale Dated Lost in the mail Issued to wrong address Issued to wrong Vendor Other | Dept.: Issued Date Voucher # Amount: Void and reissue Void put on hold Void do not reissue |
| (explain other)                           |   |  |
|   |   |  |
|   |   |  |
| Please forward to                         | Fiscal Services for approval FS Approval/Date   |  |
|   |   | William Morrison AP Supervisor   |

Palomar College