



### REQUEST TO VOID CHECK (WARRANT)

*Attach original check, affidavit for replacement, or petition*

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

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Warrant #: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Voucher #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Student ID #: \_\_\_\_\_

(if applicable)

#### Reason for Void:

- Stale Dated
- Lost in the mail
- Issued to wrong address
- Issued to wrong vendor
- Other: \_\_\_\_\_

#### SF Vendor (Student Check):

- Void and re-issue
- Void and do not reissue  
(Reverse SF voucher)

#### AP Vendor:

- Void and re-issue
- Void and do not re-issue (No PO)
- Void and do not re-issue (w/ PO)  
PO#: \_\_\_\_\_
  - Return funds to Budget Pool
  - Do not return funds to Budget Pool

Fiscal Services: \_\_\_\_\_

*AP Supervisor/Cashier Supervisor*

Date: \_\_\_\_\_

*Please forward to Fiscal Services for approval.*