CHECK REPLACEMENT AND CANCELLATION

Policy Statement

The university will replace a lost or stolen check after the university has placed a stop payment and receives confirmation from its bank that the original check has not cleared the bank. A check is considered lost or stolen when the payee has not received the check within ten (10) business days from mailing or if the payee has misplaced the check and has not been able to locate the check after a reasonable effort.

The university will replace a damaged or stale dated check (except those that have been escheated) once the check has been returned to the university. A check will be considered damaged if the condition of the check has deteriorated to the extent that will preclude a bank from honoring it. A check is considered stale dated if it is over 90 days old.

Reason for Policy

To provide the community information needed to replace or cancel a lost, damaged or stolen check that was originally issued by the university.

Who is Governed by this Policy

Faculty, staff, students, and vendors

Table of Contents

Policy Statement .............................................................................................................................................. 1
Reason for Policy ........................................................................................................................................... 1
Who is Governed by this Policy .................................................................................................................. 1
Policy

Replacement checks are issued to replace lost or stolen checks after the university has placed a stop payment and receives an electronic confirmation from its bank that the original check has not cleared the bank. For specific instructions, please refer to Accounts Payable’s website.

Forms

Stop Payment Request (Accounts Payable)
Paycheck Stop Payment Authorization (Payroll)

Related Information

Accounts Payable Services
Payroll Services

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Services</td>
<td>(571) 553-3548</td>
<td><a href="mailto:apcustsv@gwu.edu">apcustsv@gwu.edu</a></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>(571) 553-4277</td>
<td><a href="mailto:payroll@gwu.edu">payroll@gwu.edu</a></td>
</tr>
</tbody>
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Document History

- **Last Reviewed Date:** April 6, 2017
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Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all university policies, are located on the Office of Compliance and Privacy’s home page.