



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Director, Accounts Payable Services  
**Responsible Office:** Accounts Payable  
Services and Payroll Services  
**Last Revised Date:** April 6, 2017

## **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 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**

<b>Policy Statement</b> .....	1
<b>Reason for Policy</b> .....	1
<b>Who is Governed by this Policy</b> .....	1
<b>Table of Contents</b> .....	1

<b>Policy</b> .....	2
<b>Forms</b> .....	2
<b>Related Information</b> .....	2
<b>Contacts</b> .....	2
<b>Document History</b> .....	3
<b>Who Approved This Policy</b> .....	3

## 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

[Paycheck Stop Payment Authorization \(Payroll\)](#)

[Stop Payment Request \(Accounts Payable\)](#)

## Related Information

[Accounts Payable Services](#)

[Payroll Services](#)

## Contacts

Contact	Telephone	Email
Accounts Payable Services	571-553-3548	<a href="mailto:apcustsv@gwu.edu">apcustsv@gwu.edu</a>
Payroll Services	571-553-4277	<a href="mailto:payroll@gwu.edu">payroll@gwu.edu</a>

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## Document History

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- **Last Reviewed Date:** March 27, 2018
  - **Last Revised Date:** April 6, 2017
  - **Policy Origination Date:** Not Available
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## Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer

*This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.*