



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Director, Accounts Payable
Responsible Office: Accounts Payable
Department / Payroll
Last Revised Date: February 26, 2015

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

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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. Using the appropriate form referenced within this policy, a stop payment request should be submitted to the department, Accounts Payable or Payroll, that issued the original check. In the event that the original check has cleared the university’s bank account, and the payee still disputes receiving the payment, the payee must file a notarized affidavit, as described in the following paragraph, disputing the receipt of payment.

When such disputes arise, the payee should contact the responsible department (Accounts Payable, if non-employee related, and Payroll, if employee related). The responsible department will contact Treasury Management which will begin the process of obtaining the required affidavit form from the university’s bank and providing it to the payee. The payee is required to complete the form and return it per the instructions provided by the university’s bank. Once the bank has credited the university’s account, a replacement check will be issued.

Forms

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

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

Contacts

Contact	Telephone	Email
Accounts Payable	(571) 553-0247	apcustsv@gwu.edu

Payroll	(571) 553-4277	payroll@gwu.edu
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Document History

- **Last Reviewed Date:** April 27, 2017
- **Last Revised Date:** February 16, 2007
- **Policy Origination Date:** Not Available

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](#).