

## College Operating Procedures (COP)



**Procedure Title:** Check Stop Payment and Reissue  
**Procedure Number:** 04-0106  
**Originating Department:** Office of Financial Services

**Specific Authority:**

Board Policy 6Hx6:1.02  
Florida Statute 1010.02, 1001.64(44)  
Florida Administrative Code 6A-14.075

**Procedure Actions:** Adopted: 7/98; 6/09

**Purpose Statement:** This procedure establishes guidelines for requesting the Office of Financial Services to place a Stop Payment order on a College issued check.

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### **Guidelines:**

This procedure applies to all checks issued by Florida SouthWestern State College.

### **Procedures:**

#### **I. REQUEST TO STOP PAYMENT ON CHECK**

Generally, the Payee indicated on the check will request a Stop Payment if a check issued to him or her has not been timely received. The Office of Financial Services or a budget administrator may also request a stop payment due to a valid business reason (e.g.: incorrect name or amount).

A. In the case where the payee has lost or did not receive a check, the payee should notify Accounts Payable or the Payroll Department in the Office of Financial Services to ascertain information pertaining to the check that was issued and the address to which it was sent. Once verified, the Accounts Payable or Payroll staff will provide the payee with the following information related to the check that will be needed by the bank to place a stop payment:

1. Payee (name)
2. Check Number
3. Check Date
4. Check Amount

- B. The payee should submit the request to the Office of Financial Services in person, by mail or send it by facsimile to place the stop payment. The request must include the information noted above, a reason for the stop payment and the payee's signature (or authorized representative).
- C. The Office of Financial Services will notify the payee if the check was cashed and what steps are necessary to recover the funds.
- D. If the payee wishes to have the check reissued, the payee should include a statement to that effect and indicate the address to where the reissued check is to be mailed.
- E. Other Request
- F. A budget administrator or the Office of Financial Services may request a stop payment for business purposes. These situations generally arise from a check issuance that was made in error. A written request to stop payment should be prepared by the budget administrator or Financial Services Manager that includes the check information (payee, date, amount, check number) and the reason for the stop payment. If the check was issued with an error, it will not be reissued. A new request for payment from the budget administrator or resubmission of the payable information will be necessary to reissue the check correctly.

## II. CHECK REISSUE

- A. Once the stop payment is placed on a check, the check cannot be reissued for two (2) business days. Two days is the time required for the college's bank to process the stop payment and update the bank-clearing house of the stop payment.
- B. The reissued check will be processed by the Office of Financial Services and delivered to the address indicated in the Accounts Payable or Payroll file unless special handling instructions are included in the stop payment request.