**Guide 3401 GD.04**

**Void Check Guidelines**

**Revision: 4/17/16**

**Overview:**

Checks, issued by Accounts Payable, (referenced as AP check in this document) are live documents until the Accounts Payable Department voids them in the Oracle system. It is important that an AP check be voided soon after discovering that the AP check is no longer valid.

**1. Return all AP checks that need to be canceled or reissued to:**

if sent via Campus mail

Accounts Payable, 25 SP 2nd Floor, Attn: AP Payment Services

if sent via US Postal mail

 Accounts Payable, P.O. Box 208228, New Haven, CT 06520, Attn: AP Payment Services

**2. To cancel an AP check that may have been misplaced or lost, contact Accounts Payable via email at sharedservices@yale.edu**

The following steps should be followed when an AP check is returned or lost.

**1. AP Check returned for Cancellation or Reissue**

**AP Check not Needed**

Please write “void and do not reissue” on the AP check with an explanation of why it was not needed and initial it.

**AP Check Needed but Returned**

Is the address or amount correct?

The address is incorrect:

Please have the address corrected in Vendor Compliance

Return AP check to Accounts Payable and write on AP check “void and reissue”, **only after** the address has been corrected with a brief explanation for the need to reissue the AP check. Please ensure the correct address is written on the AP check.

The amount is incorrect:

Send the AP check to Accounts Payable and write on the AP check “void and do not reissue” with an explanation of the need to void the AP check. Submit a new request for the new amount.

Is the AP check more than 6 months old?

Return AP check to Accounts Payable and write on the AP check “void and reissue” and with an explanation of the need to reissue the AP check.

**2. AP Check Lost:**

Please email Accounts Payable at sharedservices@yale.edu and ask that a stop payment be placed on the AP check. Follow the guidelines above to determine what should be done. (Void and Cancel, Void and Reissue)

**Accounts Payable will void and reissue, if required, within five days of receiving the email or the AP check.**