

Texas A&M University-Corpus Christi Request for Void/Check Replacement

*****This form is used to void a voucher and request a replacement check. If there has been a change in the vendor address or amount a new voucher create form must be submitted.*****

(To utilize the fillable fields, download the form and open it in Adobe)

Vendor Name:

Voucher Number:

Vendor ID# :

Check Number:

Address:

Check Date:

City, State, Zip:

Check Amount:

Check is being voided for the following reason(s):

Check Was Lost

Check is Stale Dated

Wrong Amount

Wrong Address

Wrong Vendor

Other (explain)

Check Requires the Following Action:

Void & Reissue

Void & No Reissue

Void & Reissued by Business Office on:

Comments

Person Completing Form

Ext.

Date

Void/Reissue Approved by

Ext.

Date

ACCOUNTING/ACCOUNTS PAYABLE USE ONLY

Check to be voided/replaced:

Financial Aid

Prior Period Check

Student Refund

Regular Payable Check

Stop Payment Issued on

By

Department Contacted

Date

VOID/REISSUE APPROVED BY

Date

VOIDED BY

Date

NEW VOUCHER NUMBER

Date