### General Accounting Stop Payment and Replacement Checks (5.08.08)

**PURPOSE**

The purpose of this policy is to establish guidelines for the processing of stop payments and the replacement of checks.

**POLICY**

The Financial Analyst III in General Accounting is responsible for placing stop payments on checks and issuing replacement checks. The Financial Analyst III will issue a stop payment request when it is determined that a check has been lost, stolen, or is otherwise missing.

**REFERENCES**

5.06.3.7 Stale-Dated Checks (SIS)  
5.08.06 Void Checks  
5.08.09 Stale-Dated Checks (FRS and HRS)