NORTHWESTERN STATE UNIVERSITY OF LOUISIANA

CHECK VOID-CANCELLATION

FORM: FAACHKS

Date _____

Note: If you wish to print a new check to replace the canceled one then you MUST check the Re-establish Payable box. If the payable is re-established in error then A/P must delete the invoice from the PO and Purchasing must do a change order to cancel the PO. When voiding a check after year end, a Journal Voucher must be done if the "FOAP" from the origianal issue is not to be credited.

Vendor Number	Vendor Name	Check Number	Amount	Re-Establish Payable	Explanation
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Originator _____ Date _____ Verified by _____ Date _____

By or for Fiscal Officer _____ Date _____

WHITE COPY - Fiscal Affairs Document File CANARY COPY - Business Affairs Batch File PINK COPY - Originator