

Cancellation of University Checks (non-payroll)

FIN-ACC-520

About This Policy

Effective Dates:

02-01-1996

Last Updated:

08-05-2021

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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Associate Vice President and University Controller

Office of Financial Management Services

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Scope

All Indiana University units and employees.

Policy Statement

Disbursement checks will be canceled using the Stop Payment Request Workflow Form, which can be found in the [Office of the University Controller Reference Material Library](#). This form will route to Cash Accounting in the Office of the University Controller.

Reason For Policy

To ensure that university financial records are updated in an accurate and timely manner for all transactions relating to the cancellation of university checks (non-payroll).

History

This policy was adopted on February 1, 1996.

This policy was updated on August 5, 2021.

Related Information

[Office of the University Controller Reference Material Library](#)