Office of the University Controller
Florida State University

Treasury Management Services
6300 University Center A
Tallahassee, FL 32306-2394
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CTL-TM@admin.fsu.edu

Stop Payment Request

Overview: The Stop Payment Request Form is a means by which departments may request that a "stop-payment" be placed on a university check. By placing a stop payment on a check, a department is requesting that the Controller's Office prevent the check from being deposited or cashed, which effectively "cancels" the check.

This form is intended to be used for the stopping of checks issued by Accounts Payable & Travel Services, not for checks issued by University Student Business Services (SBS). To place a stop on a payment originating in SBS, please use the SBS Stop Payment form found on the Controller's website http://fla.st/1LxOFlH

Instructions: To effectively place a stop on a check payment, departments should provide the payment information listed in the fields below, along with any requests for reissuing payment and special handling instructions. In assisting departments with finding the necessary information to populate the form, the Controller's Office has provided a query, FSU_DPT_AP_ER_CHECKS, that will provide all the fields that are listed below. Using this query, requesters can search for payments using either check numbers, voucher numbers, expense report numbers, or employee and vendor identification numbers. ***Effective October 2023, changes to a vendor/supplier address will need to be initiated through the PaymentWorks software platform. To do so, department representatives who have been granted the FSU_PAYMENTWORKS role will need to send an invitation to the vendor/supplier so that they can be established and approved within PaymentWorks to ensure future payments are processed correctly. Additional information can be found at https://procurement.fsu.edu/PaymentWorks.**

Request Prepared By: _____ Contact Phone Number: _____

Payee Name: _____ Reference/Check Number: _____

Employee/Vendor ID: _____ Reference/Check Date: _____

Expense Report/Voucher Number: _____ Reference/Check Amount: _____

Is this payment associated with a sponsored project? _____ Project Number *(If Applicable):* _____

Is this payment tied to a purchase order? _____ Purchase Order Number *(If Applicable):* _____

Reason for Stop Payment? _____

Additional Details: _____

Do you possess the original check being stopped? _____

If the original check being stopped is in possession of the requester or found, the holder of the check must return it to University Treasury Management Services A6300 University Center, Tallahassee FL 32309-2394 Mail Code 2390

Will this payment be reissued? _____   If reissued, will this payment require special handling? _____

Special Handling Instructions: _____

[Submit To Treasury Management]