

**MICHIGAN STATE
UNIVERSITY**

Date: _____

MEMORANDUM

TO / FR: _____

FR / TO: ACCOUNTING
360 ADMINISTRATION BLDG
355-5000

SUBJECT: CANCEL CHECK(S)

ACCOUNTING - Please cancel check number _____

Made payable to: _____

DATE OF CHECK _____

AMOUNT OF CHECK \$ _____

ACCOUNT TO BE CREDITED _____

OBJECT CODE TO WHICH THE CHECK WAS ORIGINALLY CHARGED _____

REASON FOR CANCELLATION:

- CHECK WAS ISSUED TO INCORRECT PAYEE NAME.
- CHECK WAS ISSUED FOR INCORRECT AMOUNT.
- NEED TO CANCEL A DUPLICATE PAYMENT.
- IT HAS BEEN DETERMINED THAT THE PAYEE IS NOT OWED THE FUNDS

(NOTE: LOST CHECK, OLD CHECK, WRONG ADDRESS OR INABILITY TO LOCATE PAYEE ARE NOT VALID REASONS FOR CHECK CANCELLATION.)

REQUESTER NAME (please print) _____

PHONE NUMBER _____

TODAY'S DATE _____

Mail completed form and check back to Accounting – 360 Administration Building.

Thank you.



**OFFICE OF THE
CONTROLLER**

Accounting

Hannah Administration Bldg
426 Auditorium Rd Rm 360
East Lansing, MI
48824

Accounting

517-355-5000

FAX: 517-353-1706

Voucher Processing

517-353-4882

FAX: 517-353-1706

<http://ctrl.msu.edu>