



Georgia Southern University

Controller's Division

Accounting Policy and Procedure Manual

SUBJECT: Void and/or Replacement of Accounts Payable Checks	DATE: October 25, 2004
	POLICY NO:

To provide sufficient time for checks to be delivered, Accounts Payable will void checks only after a period of five days for checks mailed to an on-campus location or a period of ten days for checks mailed to an off-campus location. These time periods begin on the date that the check was mailed which is generally one day after the check date. Requests to void and/or replace an Accounts Payable check should be submitted on a "Request to Void and/or Replace an Accounts Payable Check." This form must contain an explanation for the request and the signature of the person requesting the void and/or replacement.

The void and/or replacement of a Banner check is processed only on request of the Office of Student Fees.