

SUBJECT: Procedure for Initiating an Outgoing Wire Transfer

Requests for stop payments, cancellations and reissues of checks will be submitted to Cash Management by the following areas:

- Accounts Payable**
- Student Services**
- Payroll**

Areas of responsibility are outlined below:

	<u>Cash Management</u>	<u>Accounts Payable</u>	<u>Student Services</u>	<u>Payroll</u>
Stop payment/Cancel form completed by:		X	X	X
Stop Payment/Cancellation in Bank of America	X			
Banner Entry for AP and Student Services	X			
Banner Entry for Payroll				X
Reissue for AP and Student Services		X	X	
Reissue for Payroll				X

Accounts Payable, Student Services and Payroll, prepare *FAU Stop Payment/ Cancel/ Reissue Request Form.*

- Fill out section 1. (and section 2. if requesting a check reissue) of the ***FAU Stop Payment/ Cancel/ Reissue Request Form.***
- If you are in possession of the actual check to be voided, then you should request a **cancellation** rather than a **stop payment.**
- Attach email from requestor or *Duplicate Check Request Form* as backup to ***FAU Stop Payment/ Cancel/ Reissue Request Form.***
- **Accounts Payable, Student Services, and Payroll,** Stop/Cancel form to Cash Management- Bldg 10, Rm 291, or Fax 297-1060, or email ggallo2@fau.edu or sreeves1@fau.edu .

**CANCEL/STOP CHECKS IN BANK OF AMERICA – TO BE COMPLETED BY CASH MANAGEMENT
CANCEL IN BANNER**

Account Payable Checks

Once the Stop/Cancel is confirmed as completed within BoA CashPro, **Cash Management will cancel the check in Banner.**

Student Refund Checks

Once the Stop/Cancel is confirmed as completed within BoA CashPro, **Cash Management will cancel check in banner. An email will be sent to the Student Services personnel for them to make adjustments to the student accounts as necessary.**

Payroll Checks

Once the Stop/Cancel is confirmed as completed within BoA CashPro, **Cash Management will give a copy of the Stop Payment Reissue Request to Payroll** and they will complete the entry in Banner along with the subsequent reissue if necessary.

REISSUE CHECK (if requested)

If reissue is required, Cash Management will forward a copy to Accounts Payable for A/P checks, and the Payroll Dept for payroll checks. Reissue of Student Refund checks will be automatically generated once the adjustment is made by the appropriate personnel. Any Student Refund check to be reissued to any other payee other than the original payee will be sent to Accounts Payable.

Written confirmation of the Stop Payment will be sent by Bank of America and should be attached to the original paperwork.

APPROVALS

Cash Management will have all stop/cancel requests signed by an authorized approver.