## VOIDED CHECKS

Checks can be voided for numerous reasons. Two of the most common reasons are:
1) The check was lost or stolen or 2) the check was issued for the wrong amount.

If the check was lost or stolen and the check amount was minimal, The SFA should create a journal entry crediting the account on which the check was issued. The SFA should then send a letter to the check recipient requesting that the letter be signed, notarized, and returned. The letter should contain the check information and indicate that the recipient will not cash the original check if found and that the check will be returned to the school if found. Once the SFA receives the notarized letter back, a replacement check may be issued. The SFA should maintain all supporting documentation in the school's internal accounts records.

If the original check amount is substantial, the SFA should contact the bank and request a stop payment on the check. The SFA should reduce the check amount by the amount of the stop payment fee. The SFA should reissue the check minus the stop payment fee.

Additionally, voided checks may result from damage to blank check stock, and printer misfeeds or malfunctions. All voided check stock should be maintained as a part of the school's internal accounts records.

Voided checks should have the word "VOID" prominently displayed on the face of the check. The signature lines should be removed and destroyed.