



**OUTSTANDING CHECKS – CANCELLATION/STOP PAYMENT AUTHORIZATION
FORM**

(Departmental Use Only)

Miami-Dade County’s check # _____ dated _____ in the amount of
\$ _____ payable to _____ is
outstanding. Based on research conducted by _____
from the _____ County department, we are requesting that the aforementioned
check be:

- Cancelled/Voided *(select this option only if the original check is in Finance or will be submitted to Finance together with this form)*
- Stopped *(original check is not available)*

This check needs to be cancelled/stopped but **NO re-issue is required BECAUSE:**

- A subsequent payment was issued to the vendor/supplier with treasury # _____.
- Payment to this vendor is no longer needed *(Explain)*

- Other: _____

This check needs to be cancelled/stopped and **re-issued**. Supporting documentation for the re-issue must be provided as applicable. The reason for requesting the re-issue is:

- The vendor/supplier submitted an affidavit requesting re-issue. Original affidavit must be provided.
- The check was issued to an incorrect vendor/supplier; therefore, this check must be fully canceled and a new one issued to: *(name vendor / supplier / individual /*



organization) _____,
vendor/supplier # (if applicable) _____,
individual's / institution's address _____
_____.

[] Check is stated dated and will be re-issued and mailed to a new address (this section
does not apply if an affidavit was provided for a re-issue):

_____.

[] Original check payee will change because _____
_____.

Therefore, original check must be fully canceled and a new one issued to: (name
vendor/supplier/individual/institution) _____,

vendor/supplier # (if applicable) _____,
individual's / institution's address _____
_____.

[] Other: _____
_____.

_____.

Requested and reviewed by: (Department Supervisor/Manager)

The reason for the stop payment has been verified.

Signature

Name

Date

Approved by: (Accounts Payable Manager, Supervisor, or Compliance Specialist Only)

The form is complete and signed by the requestor/reviewer.

Signature

Name

Date