

1210.26 Request to Pull and Void Vendor Checks

Issued: January 1, 1994
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PURPOSE

To provide guidelines for processing voided vendor checks.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Treasury
Financial and Administrative Services
Office of Financial Services (OFS)

Telephone: 517-636-5400

Fax: 517-636-5404

SUMMARY

The Department of Treasury may void a check upon request of an agency if request is received before the check has been mailed.

APPLICABLE FORMS

None.

PROCEDURES

Agency Accounting Supervisor

- E-mails TreasBDU@michigan.gov or faxes request to Treasury, Office of Financial Services (OFS) to void check and includes:
 - Check number.
 - Check issue date.
 - Payee.
 - Check amount.
- Prepares replacement if applicable.

DTMB Mailing Services

- Forwards voided check to OFS.
- Forwards check stub to agency requestor, if requested.

Treasury OFS, Banking and Disbursement Section

- If request is received before check is mailed, sends notice to DTMB Mailing Services to pull and void check.
- Records request on OFS log.
- When original voided checks are received, the cancel status is updated in SIGMA in the CHREC – Check Reconciliation Table, and the cancel date is updated on OFS log.
- Sends checks for destruction.
