Replace LaGov Accounts Payable Vendor Check

Original Voided check must be attached to request unless a Stop Payment is being requested

Use this form to replace (void and reissue) a LaGov vendor check when the check has been lost, stolen or destroyed. This transaction will reprint the original payment.

**Vendor Information:**
Vendor Name: ________________________________
Vendor No.: ________________________________

**Check Information:**
Check No.: ________________________________
Check Date: ________________________________
Check Amount: $____________________________

**Reason for request:**
- [ ] Check non-negotiable
- [ ] Stop payment requested (circle one)
- [ ] Vendor Never Rec’d
- [ ] Vendor Rec’d & Lost
- [ ] Vendor Rec’d & Destroyed
- [ ] Other: __________________________________________________________

Prepared By: ________________________________
Phone Number: ______________________________

Agency Name: ________________________________
Agency Number: ________________________________

For OSUP Vendor Payment Processor Use

Stop Payment Processed Date: ___________ Analyst ________________________________ New Check No: ________________

LaGov REP Completed Date: ___________ Analyst ________________________________ LaGov Check Log [ ]

Comments: __________________________________________________________________________