

Payroll Vendor Check Cancel Request

This form should be used when a payroll vendor check needs to be cancelled because the original check was issued for the incorrect amount or to the wrong vendor.

Form Instructions

1. Complete Section I
2. Attach original check to be cancelled to form
3. Submit form and check to: Monterey County Office of Education Payroll Department to cancel check

SECTION I (District completes)

Date:	District Number:
District Name:	
Submitted By:	Phone Number:
Fax Number:	Email Address:

Payroll Vendor Check Information

Payroll Vendor Number:	Issue Date:
Vendor Name:	
Check Number:	Amount: \$
Fund Number:	Liability Object:
Explanation:	

Signature/Approval:	Date:
Name & Title of Authorized Signer:	

SECTION II (MCOE completes)

Date Cancelled:	Cancelled By:
Notes:	
Signature/Approval:	Date:

IMPORTANT: District Instructions to Reissue Check

- Per the payroll vendor cancellation process MCOE will create the following journal:
 - Credit: 01-0000-0- - -9910- - - -
 - Debit: 01-0000-0- - -9110- - - -
- It is the district's responsibility to journal the funds if necessary to the correct account and reissue another check through the regular Accounts Payable process