

# STOP PAYMENT OF A CHECK

If an AP check has been printed and mailed, and the payment is never received by the supplier, a stop payment must be placed on the check.

- **Description**

When a stop payment is processed, the funds tied to that payment will be placed back in the original account.

- **Procedure**

To request a stop payment, contact the [Accounts Payable Department](#) via e-mail, include the following information:

- Check number
- Supplier name
- Explanation as to why the stop payment is needed

*NOTE: If you physically have possession of a check, do not request a stop payment; see the [Voiding a Check](#) section of this manual. Suppliers are responsible for keeping their address information updated in [iSupplier](#), and have access to check numbers and payment dates using this online system. Suppliers should contact Accounts Payable if checks are not received.*