

# VOIDING A CHECK

If an AP check has been printed and mailed to your site, and the payment is no longer necessary or is not valid (due to incorrect amount, etc.), the check may be voided.

- **Description**

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

- **Procedure**

To void a check, write "VOID" across the front of the check. Send voided checks to the [Accounts Payable Department](#) via inter-school mail; include an explanation as to why the check is being voided.

*NOTE: It is important that the original voided check be retained and returned to the Accounting Department or the Accounts Payable Department, as noted above. Do not destroy the checks. To void a check you no longer have possession of, see the [Stop Payment](#) section of this manual.*