

**PROCESS TO STOP PAYMENT AND CANCEL COMMERCIAL WARRANTS
(for LEA Use)**

1. Complete Check Status Request Form:
https://www.scoe.org/files/Check_Status_Request_Form_04.22_fillableForm.pdf
 - a. Indicate whether or not to Stop Payment if not cashed
 - b. Attach an Escape snapshot of check
 - c. Email request to Sarah Graves, Sgraves@scoe.org
2. When the check has not been cashed and stop payment has been requested, simultaneously complete *Request for Cancellation of Attached Commercial Revolving Fund Warrant form:*
 - a. https://www.scoe.org/files/cancellationform_fillable_rotate-2018.pdf
3. Email cancellation form to Sarah Graves, Sgraves@scoe.org
4. Do not cut a replacement check to the vendor until the cancelation process has been completed (Recommended to get a signed affidavit from vendor stating they did not receive the check – not required)
5. Once the cancelation process is complete, Sarah sends the district a snapshot of the canceled check reflected in Escape
6. When there is an associated requisition, the cancel in Escape changes the requisition status to Ready for Payment (unless the requisition is in the Complete, Check Pending or Submitted status) and you can create a new payment from the requisition

**PROCESS TO VOID AND CANCEL COMMERCIAL WARRANTS
(for LEA Use)**

1. Complete Request for Cancellation of Attached Commercial Revolving Fund Warrant form
https://www.scoe.org/files/Check_Status_Request_Form_04.22_fillableForm.pdf
 - a. Send cancellation form to Sarah Graves along with the original check
 - i. Be sure to write VOID on the original check
2. Do not cut a replacement check to the vendor until the cancelation process has been completed
3. Once the cancelation process is complete, Sarah sends the district a snapshot of the canceled check reflected in Escape
4. When there is an associated requisition, the cancel in Escape changes the requisition status to Ready for Payment (unless the requisition is in the Complete, Check Pending or Submitted status) and you can create a new payment from the requisition