

REQUEST TO CANCEL UNPAID CHECK(S)

To: *Disbursements, Business Services Division, Orange County Department of Education (OCDE)*

From: _____ Reversal Batch Name: V _____ Page: _____
Name of Requestor and District Name

Please cancel the following check(s) effective date: _____

MONTH - DAY - YEAR

CHECK NUMBER	VENDOR NAME	DISBURSEMENTS' ISSUE DATE	FUND NUMBER	AMOUNT OF CHECK	Bi-Tech Districts RE-ENCUMBER P.O.? Yes or No <i>(Do not combine Yes with No answers on the same batch/form)</i>

District Approval: _____
(District Authorized Signature)

Date: _____

Total (This Page): _____

Disbursements Approval: _____
(Disbursements Authorized Signature)

Date: _____

Grand Total (All Pages): _____

**** Once a check is cancelled, the process may not be reversed ****

Send (1) original check(s); (2) three copies of form (Bi-Tech- separate forms for re-encumber PO); and (3) Bi-Tech reversal batch proofs - - to Disbursements, OCDE.
 Bi-Tech Districts Note: If reversed check includes Use Tax, you must create and post a correction batch for the Use Tax transaction in H1 status.
 Month-end cut-off is the 28th, or the last working day prior to the 28th, of each month . See Instructions sheet or call staff assigned to your district with questions about this form.

INSTRUCTIONS FOR COMPLETING THE REQUEST TO CANCEL CHECK(S) FORM

Fill in:

1. Requestor and District Name
2. If a Bi Tech District, the Batch Name. The last page of Batch Proof total should match.
3. Number of pages.
4. Request Date = Today's Date
5. Fund Number
The same four-digit fund the check was paid from.
Checks paid from different funds may be listed on the same form **except** for Bi-Tech re-encumber Purchase Orders (PO).
Bi-Tech -- Re-encumber PO request needs to be separated by batch. Therefore, a separate form should be used to separate Yes from No answers.
6. Specific check information
 - a. Check Number
 - b. Vendor Name
 - c. Disbursements Issue Date is the date check was signed by County. The Issue date must be less than 6 months.
 - d. Dollar Amount of Entire Check
 - e. **Bitech Districts:** If the Purchase Order should be re-encumbered when transactions are reversed, indicate Yes. Otherwise, indicate No if the Purchase Order should not be re-encumbered when transactions are reversed.
Do not combine Yes and No answers on the same form or batch.
7. Calculate total of each page.
8. Calculate total for multiple page request.
9. Signature of responsible district employee.

Send Completed form and attachments to:

Disbursements, Business Services Division - in **triplicate**. A copy will be returned to district after cancellation has been processed.

Attach Original check(s) or if check is lost, attach FMS Check Status Screen indicating Unpaid Status.

Bitech districts, include a copy of the Batch Proof and any associated correction batch.

Please note the following:

1. Cancel Check Requests are processed as soon as received. Once a check is cancelled, the process may not be reversed.
2. Contact Disbursement Staff assigned to your district for any special handling of check cancellation process.
3. The monthly cut-off date is the last working day on or before the **28th** of each month.
4. The Off-line check number will appear as the reference or document number on financial reports.