

MICHIGAN STATE  
UNIVERSITY

APIA-ac-1

ACCOUNTS PAYABLE LOST CHECK FORM

Date: \_\_\_\_\_

Accounts Payable  
Angell Building  
166 Service Rd.  
East Lansing, MI 48824  
ph: (517) 353-2011 | f: (517) 884-6189

RE: MSU PO# \_\_\_\_\_

RE: INVOICE# \_\_\_\_\_ MSU Auditor's Pre-Approval\*\* \_\_\_\_\_

Our records show that on \_\_\_\_\_, Michigan State University issued check number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, payable to \_\_\_\_\_, and mailed it to you. This check has not yet cleared through our bank.

Only if this check was (check one): 1. Never Received  2. Lost  3. Stolen  4. Destroyed , complete the section below and return this notice to our office immediately. Upon receipt of the completed form, we will issue a replacement check at such time as the bank provides all necessary information to the university.

"I authorize Michigan State University to stop payment on the above check and to issue a replacement check. I agree that if the original is recovered it is to be returned promptly to your office. I agree that if both the original and replacement checks are cashed under circumstances resulting in overpayment to myself, I will promptly reimburse the university for the amount of overpayment or (if applicable) hereby authorize the university to deduct the amount of such overpayment from my next purchase order payment."

Supplier's Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: Check will be mailed to the address you indicate on this form.**

Mailing Address: REQUIRED (Print Clearly)

**\*\*MSU AP Auditor's Pre-Approval required before replacement check can be issued.**

**All payment questions should be referred to Accounts Payable at the phone number above.**

Phone: \_\_\_\_\_

For Accounting Office use only

1. Stop payment placed by: \_\_\_\_\_ Date: \_\_\_\_\_

2. Replacement authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

3. Confirmation Attached: YES / NO

4. Check Reissued: \_\_\_\_\_ Date: \_\_\_\_\_

MSU is an Affirmative Action/Equal Opportunity Employer