Murray State University
Accounting & Financial Services
200 Sparks Hall
Murray, KY 42071-3312

Payroll phone: (270) 809-4129
AP phone: (270) 809-4128
fax (both): (270) 809-3014

Stop Payment Request

Payroll Check	**Accounts Payable Check**
Payee complete the following:	Payee/Department to complete the following:
Name_____	Payee Name_____
M Number_____	M Number_____
Mailing Address	Mailing Address
Telephone #_____	Amount of Payment_____
Amount of Payment (if known) _____	Banner Doc # _____
Reason for Stop Payment (check one)	Reissuance? Yes ☐ No ☐
☐ Never received by Payee	Reason for Stop Payment (explanantion)
☐ Lost/misplaced/destroyed after receipt	
	University Department_____
	Contact Name_____
	Contact Phone_____

_____   _____/_____/_____
Signature   *Current Date*

For Accounting Office Use Only

Check Number_____   Check Date____/____/_____   Check Amount $_____

Banner Invoice Number_____   Fee: Yes____ No____   Delivery: Mail____ Pickup____

Cleared Thru Last Bank Statement? Yes____ No____   Statement Date____/____/_____

Comments:_____

Staff Processing Stop Payment_____Date____/____/_____

Stop Payment Submitted to Bank_____Date____/____/_____

Stop Payment Approved at Bank_____Date____/____/_____