

Vendor Checks and Travel Reimbursements: All Vendor checks and Travel reimbursement checks to be voided must be sent to Accounting, EPI-Services, attention Kara Rossewey. We ask that you **not** write “void” across the face of the check, but rather that you indicate on the remittance portion (check stub) the reason the check is to be voided (trip cancelled, scholarship revoked, etc.) and whether or not a replacement check is to be issued.

Student checks: All Student checks to be voided must first pass through the Business Office of the St. Petersburg/Gibbs campus. *Please send to the attention of Sonja Green.* Once authorized by the Business Office, student checks will be voided in the financial system.

Payroll checks: All payroll checks to be voided must be returned directly to the Payroll Department. Please indicate the reason for the void on the remittance portion of the check or attach a note of explanation.