## **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	
Talanhana "	Amount of Payment
Telephone #	Banner Doc #
Amount of Payment (if known)	Reissuance? Yes No No
Reason for Stop Payment (check one)	Reason for Stop Payment (explanantion)
☐ Never received by Payee	
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//