

Office of State Uniform Payroll	
Procedure Title: Stop Payment Request-AP Vendor LaGov Checks	Revision Date:
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Contact: _DOA-OSUP-BFA@la.gov	

A stop payment should be requested by the agency for any vendor check that has been lost, stolen or destroyed. OSUP can authorize the Bank to stop payment on a check no earlier than the 10th mailing day after the check was mailed. A request will not be accepted for any check that was endorsed “in blank” (e.g., signature only with no restriction such as FOR DEPOSIT ONLY or PAY ONLY TO) because the check is considered a bearer instrument and should not be replaced.

Note: OSUP will contact the agency if a Stop Payment cannot be authorized because bank records indicate that said check has been negotiated. If the vendor, when contacted, suspects forgery, the agency should request a copy of the canceled check from OSUP to review the signature. If the agency agrees that the check has been forged, forward the [Affidavit of Forged Endorsement, OSUP/F7](#), to the vendor to complete and have notarized. Contact OSUP for additional instructions.

Each agency is responsible for preparing and submitting these requests to OSUP for processing. It is the agency’s responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed and will be returned to the agency for completion and/or correction.

The following procedures outline how to request a Stop Payment:

1. Receives notification that a check has been lost, stolen or destroyed from vendor. Obtains verification that the check was not endorsed “in blank” and all information necessary to complete the [Stop Payment Request \(OSUP/F093\)](#).
2. Forwards [Certificate of Lost LaGov Accounts Payable Vendor Check \(OSUP/F092\)](#), to the vendor representative. Include a date by which the completed certificate must be returned to the Agency.
3. [Prepares a Stop Payment Request \(OSUP/F093\)](#), by completing the following:
 - a. Vendor No.
 - b. Vendor Name
 - c. Check No.
 - d. Net Amount
 - e. Check Date
 - f. Payee Name (print Last name, First name)
 - g. Reason for Stop Payment (circle one)

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- h. Mark Attachment (Required signed attachment, OSUP/F092)
 - i. Endorsed? (yes or no)
 - j. If Endorsed, How? (circle one)
 - k. Authorized Signature
 - l. Date of Request
 - m. Authorized Name (print)
 - n. Telephone No.
4. Completes/receives required [Certificate of Lost Check \(OSUP/F092\)](#) and makes a copy.
 5. Forwards original request, certificate and [Replace LaGov Accounts Payable Vendor Check form \(OSUP/F094\)](#), to OSUP for processing.
 6. Files copies of Stop Pay Request and Certificate in Stop Pay Request Pending file.

If, shortly after a Stop Pay Request has been forwarded to OSUP, the check in question has been found, the OSUP Benefits and Financial Administration Unit (BFA Unit) should be contacted immediately to determine whether the requested Stop Payment is in effect. If the Stop Payment is not in effect, the BFA Unit can declare the original check as negotiable. If a Stop Payment was placed, the agency must inform the vendor and have the check forwarded to their office immediately. Write or stamp the word "VOID" over the signature on the face of the vendor check. The check must then be forwarded to the OSUP BFA Unit **along with a note** indicating that a stop pay was placed on the check and the date the stop pay was requested. The OSUP BFA Unit can be contacted by email at: _DOA-OSUP-BFA@la.gov.

The following stop payment forms/certificates are available on OSUP's Agency Information for LaGov Accounts Payable Payments page on the right-hand side of the page:

- a. [OSUP/F094, Replace LaGov Accounts Payable Vendor Check](#)
- b. [OSUP/F093, Stop Payment Request](#)
- c. [OSUP/F092, Certificate of Lost LaGov Accounts Payable Vendor Check](#)
- d. [OSUP/F7, Affidavit of Forged Endorsement](#)