PROCESS TO STOP PAYMENT AND CANCEL COMMERCIAL WARRANTS (for LEA Use)

1. Complete **top portion** of the Check Status-Cancellation Request Form: https://scoeorg.finalsite.com/fs/resource-manager/view/b192563b-1d4d-4e30-8f51-d34a4cd95cde

    a. Indicate whether or not to stop payment if not cashed
    b. Attach an Frontline ERP snapshot of check
    c. Email request to Sarah Graves, sgraves@scoe.org
2. When the check has not been cashed and stop payment has been requested, complete the **bottom portion** of the form to cancel the warrant.
3. Email the cancellation form to Sarah Graves, sgraves@scoe.org
4. Do not cut a replacement check to the vendor until the cancellation process has been completed (Recommended to get a signed affidavit from vendor stating they did not receive the check – not required)
5. Once the cancellation process is complete, Sarah sends the district a snapshot of the canceled check reflected in Frontline ERP
6. When there is an associated requisition, the cancel in Frontline changes the requisition status to Ready for Payment (unless the requisition is in the Complete, Check Pending or Submitted Status) and you can create a new payment from the requisition

PROCESS TO VOID AND CANCEL COMMERCIAL WARRANTS (for LEA Use)

1. Complete the **bottom portion** of the Check Status-Cancellation Request Form: https://scoeorg.finalsite.com/fs/resource-manager/view/b192563b-1d4d-4e30-8f51-d34a4cd95cde

    a. Send cancellation form to Sarah Graves, sgraves@scoe.org
        i. Be sure to write VOID on the original check
2. Do not cut a replacement check to the vendor until the cancellation process has been completed
3. Once the cancellation process is complete, Sarah sends the district a snapshot of the canceled check reflected in Frontline ERP
4. When there is an associated requisition, the cancel in Frontline changes the requisition status to Ready for Payment (unless the requisition is in the Complete, Check Pending or Submitted status) and you can create a new payment from the requisition

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