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Finance Policy: Reissuing of Cheques That Have Been Stopped

Type of Document:	Policy
Purpose:	The policy contains the rules of SU regarding the reissuing of cheques that have been stopped.
Approved by:	Finance Committee
Date of Approval:	2009/05/04
Date of Implementation:	2009/05/04
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Cheques, Reissuing
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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REISSUING OF CHEQUES THAT HAVE BEEN STOPPED

Policy Number: 044A/06/04

Scope: The policy contains the rules of SU regarding the reissuing of cheques that have been stopped.

Policy:

A cheque may not be reissued within seven days after it has been stopped by the bank. Before a cheque may be reissued after seven days have elapsed, a check should first be done to determine whether the cheque has not been cashed in the meantime.

A form to be used for stopping a cheque is available from the Funds and Assets Control Division and must be signed by the person responsible at that department. Before the cheque is reissued, officials must check with the responsible person at the Funds and Assets Control Division that the cheque has not been cashed in the meantime and she must sign the form as confirmation thereof.

Contact Division:

Funds and Assets Control