

2.15

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 Finance Division: Funds and Asset Management 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 Finance Division: Funds and Asset Management that the cheque has not been cashed in the meantime and they must sign the form as confirmation thereof.

Further details can be obtained from the Finance Division: Funds and Asset Management at sunbank@sun.ac.za.

Contact Division:

Finance Division: Funds and Asset Management