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Reissuing of Cheques that have been stopped



forward together
sonke siya phambili
saam vorentoe

Implementation date: 5/4/2009

Reissuing of Cheques that have been stopped

Type of document:	Policy
Approved by:	Finance Committee
Date of approval:	5/4/2009
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Date of next revision/frequency of revision:	As needed
Previous revisions:	None
Policy owner¹:	Chief Operating Officer
Policy curator²:	Chief Director: Finance
Keywords:	Cheques, Reissuing
Validity:	The English version of this regulation is the operative version, and the Afrikaans version is the translation.

¹ Rules Owner: Head(s) of Responsibility Centre(s) in which the rules functions.

² Rules Curator: Administrative head of the division responsible for the implementation and maintenance of the rules

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 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