

## Monash University Procedure

<b>Procedure Title</b>	Vendor Payments – Stop Payments Procedures (Australia only)
<b>Parent Policy</b>	<a href="#">Vendor Payments Policy (Australia Only)</a>
<b>Date Effective</b>	09-December-2008
<b>Review Date</b>	
<b>Procedure Owner</b>	
<b>Category</b>	Operational
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	<a href="#">Finance Policy</a>
<b>Scope</b>	
<b>Purpose</b>	
<b>PROCEDURE STATEMENT</b>	

### 1. Stopping Payment on a Foreign Draft

Advise Accounts Payable of the vendor number, SAP document number, amount and draft number if known relating to the foreign draft payment to be stopped. Also advise Accounts Payable if a replacement is required. Note: Stop payments placed on foreign drafts will incur a bank fee. This fee will be passed to the requesting department and will be apportioned to the cost centre as per the account code charged on the original invoice.

**Responsibility**

Requestor

If the draft has not been presented, a stop will be put on the draft and reissued if requested.

**Responsibility**

Accounts Payable

### 2. Stopping Payment on a Cheque

Complete the [Request to Cancel/Stop/Replace Cheque](#) form and fax/send to Corporate Finance. If any changes to the cheque are required for it to be reissued (e.g. address) then highlight them on the form.

**Responsibility**

Requestor

If the cheque has not been presented a stop will be put on the cheque and it will be reissued if requested.

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**Responsibility**  
Accounts Payable

<b>Responsibility for implementation</b>	
<b>Status</b>	
<b>Approval Body</b>	<b>Operational procedure</b> <b>Name:</b> <b>Date:</b> <b>Author:</b>
<b>Definitions</b>	<b>Cheque:</b> written order directing a bank to pay a sum of money to a third party. <b>Foreign Draft:</b> A written order directing an overseas bank to pay a sum of money to an overseas third party. <b>Stop Payment:</b> Instruction issued to a bank requesting that a cheque or foreign draft previously drawn and payable to a person or entity is no longer to be paid.
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	