

Student Organization Finance Center

Void, Copy, Re-print Request

Account #

943370-10000

Organization Name

Co. P-1

Payable To

Jason Todd

Vendor number

SOFC

Check Number

SOFC

Amount \$

100.00

Voucher #

SOFC

Check Date

9/7/07

Action Requested

re-issue

(Circle One) Mail or **Pick-Up** Check

Mail to:

Pick-up

Must wait 30 days before a check is reissued

Reason for Request

Never received check, lost in mail

Requested By

Bob Smith

Date

10/12/07

Phone #

5-7887

FOR SOFC USE ONLY

Wells Fargo Bank

FAMIS

Returned Checks File

Action Taken

SOFC Initials

Void posted

Approved by :

Kelly Pampell
Business Administrator

Posted to Imaging by