

General Accounting

Frequently Asked Questions (FAQ's)



Question:

How can I place a **Stop Payment** on a check and **Reissue** a new check?

Answer:

Download the form (Request to Place a Stop Payment and/or Replace Check Issued) found in the Controller's website Forms page. Complete the information and attach the supporting documents from the original check and email all to esther@miami.edu. Note that name or amount changes cannot be done on replacement checks.

Question:

How long does it take to replace a check?

Answer:

The process takes from 5 to 10 working days.

Question:

How can I find out when a replacement check was issued and what is the new check number?

Answer:

You should contact Esther Garcia at 305-284-5912 or email her at esther@miami.edu.

Question:

If a stop payment is placed on a check, when can you see the credit back into the account?

Answer:

The journal to credit the amount back into the account is usually done on the last business day of the current month unless there is a need to have the funds before.

Question:

If a check issued by UM is more than six months old, can the payee still cash it?

Answer:

Yes, University of Miami checks do not have expiration dates.