



Payment cancellation Form

Lost	
Cancelled	

If this form is for a cancellation, please give a brief description as to why you wish this cheque to be cancelled

Department code: _____

Payee name : _____

Supplier No _____

Details of cheque	Cheque Number	
	Amount	

Cheque currency _____

Replacement cheque required: ***Note 2**

Payment to be replaced by IPO: * **Note 3**

Invoice to be cancelled

Invoice to be paid by BACS: * **Note 4**

Yes / No

Applicant: _____ Date: _____

Contact No _____

Authorisation _____ Date: _____

Name _____

** Note 1 - Please email this payment cancellation form to UFS_Payments@admin.cam.ac.uk*

** Note 2 - Please return the original cheque where possible as we may be charged a fee by the bank for stopping the cheque*

** Note 3 - Please note only USD and GBP (being paid to a foreign bank) can be replaced by IPO
Please submit the IPO request to Shared Services at IPO@admin.cam.ac.uk*

** Note 4 - Please note only GBP cheques paid to a UK account can be replaced by Bacs payments*

For more guidance on filling out the cheque cancellation form please see:
<https://www.finance.admin.cam.ac.uk/files/chqcancelguide.pdf>

Finance Divison only	Signature	Date
Cheque cancelled	_____	_____
Invoice cancelled	_____	_____