Appendix B: PCF2 - Citibank Cheque 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: _____
(if known)

Supplier No: _____
(if known)

Original Payment Method: ***BACS*** ☐
(if known)
Cheque ☐

Details of Cheque to be cancelled
(if known)

Original Chq No.	Amount
Oracle Reference No.	

Cheque Currency: _____
(if known)

Replacement Cheque required: Yes/No
Applicant: _____ Date: _____

Authorisation: _____ Date: _____

Finance Division Only	**Signature**	**Date**
On Stop with Citibank:	_____	_____
Cheque Cancelled:	_____	_____
Replacement Cheque Issued	_____	_____