

# University of Missouri System Accounting Policies and Procedures



Policy Number: APM 50.22.1

Policy Name: Affidavit for Lost Check

## Affidavit

**Return this form to Campus Payroll Department after signature**

\_\_\_\_\_/EMPLID\_\_\_\_\_ states: that Affiant was the payee of a check issued by the Curators of the University of Missouri, a public corporation of the State of Missouri, which the University identifies at check number\_\_\_\_\_, dated\_\_\_\_\_, and in the amount of\_\_\_\_\_ was (circle one) Lost, Destroyed, Stolen or Not Received under the following circumstances:\_\_\_\_\_

\_\_\_\_\_ and Affiant further requests the University of Missouri issue a replacement check. If the original check is received or recovered, I will not cash it but will return it to the University of Missouri Payroll Office.

\_\_\_\_\_/Date\_\_\_\_\_

Payee Signature

\_\_\_\_\_  
Payees Address of record

Payees FEDERAL ID number\_\_\_\_\_

Campus Accounting	UM System Accounting	Outstanding as of:

*Effective Date: July 1, 2006*

*Revised Date: August 1, 2007*

### Questions and Comments?

Questions regarding interpretation and implementation of the Accounting Policy should be directed to the Campus Accounting Office. Suggested edits or revisions to the policy should be directed to the Office of the Controller.

