

**STATE OF VERMONT
AGENCY OF ADMINISTRATION
DEPARTMENT OF FINANCE AND MANAGEMENT**

Subject: **Void Check Procedure**
Effective Date: **October 2010**
Applicable To: **All State Agencies and Departments**
Issued By: **Department of Finance & Management**
Approved By: **James Reardon, Commissioner**

PURPOSE

Establish criteria and procedures for voiding VISION vendor checks.

OVERVIEW

VISION vendor checks that are determined to be in error or invalid (see *criteria* below) must be returned to the Office of the State Treasurer to be voided in VISION. The Office of the State Treasurer is responsible for processing all void check requests and storing all voided checks.

Departments are prohibited from depositing VISION vendor checks and processing them as a refund of expenditure. The erroneous depositing of a VISION vendor check obscures the audit trail in VISION by creating a record that indicates the check was issued to and cashed by the vendor; this improper handling impairs the integrity and accuracy of vendor payment reports and potentially 1099-MISC forms issued to vendors and the IRS.

CRITERIA

A check can be voided in VISION when the following two conditions exist:

1. The check was issued and recorded in the VISION financial system.
2. The department (custodian) is in possession of the original check.

A VISION vendor check shall be determined invalid and voided in VISION when there is a/an:

- error in the payee;
- error in the payment amount;
- printing error or damaged/spoiled check;
- duplicate payment;
- cancellation of the payment request;
- unavailability of the goods/services being purchased;
- or any other reason the check is no longer needed for its intended purpose.

Note: VISION vendor checks that are valid and not in error but are undeliverable to the vendor (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.

PROCEDURE

When a department is in possession of a VISION vendor check that meets the criteria specified above, the following procedures will govern departments' and the Office of the State Treasurer's responsibilities for voiding the check.

Department Responsibilities:

- Deface the check by writing "VOID" across the front of the check.
- Complete the enclosed *VOID Check Transmittal Form* (also available on the [FORMS](#) page of the Dept of Finance & Management website).
- Mail check with transmittal form to the Office of the State Treasurer using the address indicated on the form.
- All checks to be voided must be remitted to the Office of the State Treasurer immediately.
- If the Office of the State Treasurer voids the check and closes the voucher and if a replacement check is required, then the department must enter and process a new accounts payable voucher in VISION.
 - If processing a new voucher for a replacement check, use the same invoice number as on the original voucher followed by dash and the term "REISSUE" (e.g., "12345-REISSUE").

Office of the State Treasurer (OST) Responsibilities:

- Upon receipt of the check and a completed transmittal form, the OST will perform the required steps to void the check in VISION and either re-issue payment or close the voucher.
- Voiding the check in VISION and closing the voucher will credit the amount of the check back to the issuing department based on the chart of account information contained in the original accounts payable voucher.
- Upon completing the void check process in VISION, the OST will notify the contact person provided in the transmittal form; it is the intent of the OST to process all void check requests within two (2) business days of receipt.

Please contact the Office of the State Treasurer's Treasury Operations Division or the Dept. of Finance & Management's VISION Finance Support Team with any questions about this procedure.