



CERTIFICATION

For Checks Lost, Destroyed, Stolen, or Not Received

TEXAS WOMAN'S
UNIVERSITY™

Procurement and Contract Services • Accounts Payable

| SECTION A: To be completed by the owner of the check | SECTION B: To be completed by Bursar/Procurement Services | | |
|---|--|--------------|------------|
| Owner Name | Voucher No. | Voucher Date | |
| Address | Check No. | Check Amount | Check Date |
| City, State, Zip | Preferred Disbursement Method Below: | | |
| Phone No./E-mail Address | <input type="checkbox"/> Mail <input type="checkbox"/> Deliver to Bursar's Office | | |

CERTIFICATION

I certify I am the true owner, or the authorized representative for the owner, of the check described above and that the information I furnish on this form is true and correct to the best of my knowledge and belief. I understand that I may be guilty of a criminal offense by falsifying this certificate in order to obtain money to which I am not entitled.

I certify the check described above was: lost, destroyed, stolen, or not received.

I understand that a stop payment and cancellation will take place on this check upon receipt of this certification by Texas Woman's University. If I receive this check after completing this certification, I will immediately return the check to the Texas Woman's University at the address shown below.

SIGN
HERE _____

PRINT
NAME _____

DATE _____

RETURN CERTIFICATION FORM TO:

Texas Woman's University
Procurement and Contract Services
P O BOX 425439
Denton, TX 76204-5439

OR FAX TO: 940-898-3519

OR 940-898-3578 – (for student account related checks)

FOR QUESTIONS CALL 940-898-3535