



Date

PO, Payment Request Number or Web Reimbursement Number

Check Number*

Check Total Amount*

Check Date*

Payee(s)*

Original Check G/L Coding
(Escheatable Items Only)

Reason for Redeposit

REDEPOSIT AUTHORIZED BY:

Date Department Name

Print Name

Phone Number

ACCOUNTS PAYABLE USE ONLY

Date Voided at Bank

Date Voided on General Ledger

Note: Staple this form to the front of each check, issued by Harvard University, that you wish to redeposit. When the check is redeposited, the original G/L coding will be reversed.

SEND TO:
ACCOUNTS PAYABLE
1033 MASSACHUSETTS AVE
2ND FLOOR