



| Step | Action   |
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| 1    | The <b>Post Payment Request Form</b> is utilized when action needs to be taken on a payment that has already been issued. For example, the form can be completed when a check needs to be reissued or when it has been mailed but needs to be stopped for payment.   |
| 2    | Payments that are not redeemed within 90 days will cancel automatically by statute. These are referred to as stat cancels.   |
| 3    | For payments issued on state appropriated or externally monitored funds (00296, 00460, 00600, 00650, EDGEN, EDWCH, EGFE, FEDLN, NONSP, SP490 or SPNSR), Financial Services will contact departments approximately one month in advance of cancellation if the payment has not been cashed. Departments should attempt to contact the payee to either ensure that they have received payment and will cash the check before the deadline or to work with the payee to have the payment reissued if has not been received. |
| 4    | Note that when payments cancel by statute on state appropriated or externally monitored funds, the State of Oklahoma retains the unclaimed funds. The funds are <b>not</b> returned to the department. Payments can be reissued by the State, but forms notarized by the payee will be required.   |
| 5    | For payments issued on self-generated funds (AGENC, AUFEE, CAPTL, CLNOP, CLNOU, INSLN, MISCA, OUFND, REGFD, RSOKC, RSTUL, SUAUX or SVCCT) or OnDemand payments, Financial Services will contact departments after the payments have cancelled by statute to inquire on post payment options.   |
| 6    | If the funds are still due to the payee and the check needs to be reissued, the <b>Post Payment Request Form</b> should be completed to reissue payment.   |
| 7    | If the funds are not due to the payee and the funds should be returned to the department, the <b>Post Payment Request Form</b> should be completed to document why the funds are being returned. Note that there must be a valid reason and documentation for returning the funds to the department instead of reissuing the payment, such as a duplicate payment was made. Funds will not be returned to the department if payment is still due to the payee.   |
| 8    | If the funds are due to the payee but prior reissuance has been unsuccessful or if the department is no longer able to contact the payee regarding the payment, the funds can be designated as unclaimed property.   |
| 9    | Unclaimed property funds will be moved to a centralized escheatment account. That account is maintained by Financial Services.   |
| 10   | Unclaimed property funds will remain in the escheatment account for five years. During this time, payment can be reissued by Financial Services. However, after five years, the funds are turned over to the Oklahoma Unclaimed Property Division, per Oklahoma state statute. Payees wishing to claim their funds after this time will need to work with the Oklahoma State Treasurer directly.   |
| 11   | The <b>Post Payment Request Form</b> can be found on the Financial Services websites. To complete the form, please enter your <b>name</b> and <b>department</b> at the top of the form.  |
| 12   | To appropriately identify the payment in question, please fill out the <b>voucher number, claim number, invoice number, payment number, warrant date, amount</b> and <b>supplier name</b> , as listed in PeopleSoft. Please note that all this information can be obtained from the <b>OU Voucher Info</b> tab of the voucher.   |
| 13   | Next, please select the appropriate <b>payment action</b> .  |
| 14   | <b>EFT reversal</b> is used on the very rare occasion when an electronic payment needs to be reversed. The Oklahoma State Treasurer can only process an EFT reversal within five days of payment.  |



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| 15 | <b>Warrant cancellation</b> is used when a check payment has been made and needs to be reversed. This option can only be used if the check is in the possession of the department or Financial Services. This option will return the funds to the original chartfield spread used to pay the voucher.   |
| 16 | <b>Stop payment</b> is used when payment has been made via check, the check has been lost/not received, and the payment needs to be stopped. This action prevents the lost check from being redeemed or honored by the bank. Please note that the Oklahoma State Treasurer assess a \$15 fee for each stop payment requested. Please note the chartfield spread that the fee should be paid from. Please be aware that if payment was made on SPNSR or SP490 funds, another fund must be used to pay the fee. The stop payment option is only available if the check is still valid. If the check has not been redeemed within 90 days, please see the cancelled by statute option. |
| 17 | <b>Cancelled by statute</b> is used when a payment has not been redeemed 90+ days after issuance.   |
| 18 | Next, please select the appropriate <b>reissue action</b> .   |
| 19 | <b>Reissue payment</b> is used when the payment should be reissued. A <b>reason</b> for reissuance is required.   |
| 20 | If the reissued payment needs to be sent to a new address, that address must exist in PeopleSoft for regular payees. Please enter that address in the <b>address for reissue</b> section. If an address needs to be added to PeopleSoft, please work with <a href="mailto:Suppliers@ou.edu">Suppliers@ou.edu</a> for address additions/revisions.   |
| 21 | <b>No reissue required</b> is used if the payment should not be reissued and the funds should be returned. A <b>reason</b> for not reissuing the payment is required.   |
| 22 | Once the form is complete, please email the form to the appropriate Financial Services department as denoted at the top of the form.  |
| 23 | Financial Services will review the request and facilitate the process of completing any additional forms as required by the State of Oklahoma.  |
| 24 | Please note that reissued payments can take time, especially if the payee is required to submit a notarized form.   |