



Chief Financial Officer Division
Treasury, Pension, & Tax

Treasury Cashiers Office
CFO-TPT, Mail Stop P231
Los Alamos National Laboratory
Los Alamos, NM 87544
Fax: 505-606-0102

OUTSTANDING CHECK INQUIRY

Payee: _____

Check Number: _____

Check Date: _____

Amount: _____

Travel Trip No. (if applicable): _____

Z #: _____

Please inform us as to the disposition of this check so that we may clear our records. If you have any questions, please call the LANL Treasury Office, CFO-TPT at 505-667-4090.

Please check and fill in the needed information:

_____ 1. The above check was received and cashed on _____
Date

_____ 2. This check was received and is still in my possession, or has been returned for the following reason: _____

_____ 3. I, _____, certify that to my own personal knowledge the above check has not been received, negotiated, deposited or cashed, and therefore request issuance of a replacement check. Should the original check be found, we agree not to negotiate it and to return it to the above address.

_____ 4. Other (explain): _____

Payee Signature ONLY

Title

Date

Please provide mailing address and a phone number where you would like the replacement check mailed:

