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| Office of State Uniform Payroll | |
| Procedure Title: Replace AP LaGov Vendor Check/EFT | Revision Date: 10/02/20 |
| | Issue Date: 11/30/18 |
| Unit: Benefits and Financial Administration Unit | Page Number: 1 of 1 |
| Contact: _DOA-OSUP-BFA@la.gov | |

The [Replace LaGov Accounts Payable Vendor Check \(OSUP/F094\)](#) form is used to replace a vendor check payment when the check has been lost, stolen, destroyed or is no longer negotiable and there are no changes to the payee or the dollar amount.

- Stop payment processing will be required on all checks that have been lost, stolen or destroyed. Current procedures allow a stop payment to be processed by OSUP no sooner than the 10th (mailing) day after the check was mailed. See [Stop Payment procedures](#).
- Once OSUP receives confirmation of the stop payment, the replacement process will be completed and the replacement check will be generated by OSUP. Payments requested on the [OSUP/F094](#) form will be printed and mailed by OSUP the next business day. Checks will be mailed directly to the mailing address generated on the original payment, unless otherwise noted.
- All documents received by 3:00 p.m. daily will be processed by 4:00 p.m. the same business day. Any documents received after the 3:00 p.m. deadline will be processed by 12:00 p.m. the next business day.

Each agency is responsible for preparing [OSUP/F094](#) forms and submitting these requests to OSUP for processing. It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed and will be returned to the agency for completion and/or correction.

Replacement forms must be faxed to OSUP at 225-219-4432 or may be emailed to _doa-osup-bfa@la.gov. If the check is available then the form and the check must be mailed together to:

Attn: OSUP BFA Unit
P O Box 94095
Baton Rouge, LA 70804-9095