

GRANT PARISH SCHOOL BOARD

Business Office
PO Box 208
Colfax, LA 71417
(318) 627-3274

FORM TO REQUEST REISSUANCE OF A CHECK

- Complete this form in its entirety to request the reissuance of a stale-dated, lost, or destroyed check that was issued by the Grant Parish School Board.
- Submit this form (and, if applicable, the original stale-dated check) in person or by mail to the address above.
- The form must be signed.
- Reissued checks will be made payable to the same payee as on the replaced check.
- If I cash the original check and the reissued check, I must make restitution to the Grant Parish School Board.

Name: _____

Address: _____

Phone: _____ Email: _____

Check number: _____ Check amount: _____ Check date: _____

Brief explanation of why check was not cashed: _____

I, _____, certify under penalty of perjury that I am authorized to submit this request and that to the best of my knowledge all of the information I included on this form is true.

Your signature: _____

Date: _____

Office Use Only:

Date received: _____ Authorized by: _____ Reissued: _____