



P.O. Box 208 | Colfax, LA 71417 | (318) 627-3274

INSTRUCTIONS

- 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.

REQUESTOR INFORMATION

Name

Address

Phone

Email

CHECK INFORMATION

Check Number

Check Amount

Check Date

Brief explanation of why check was not cashed:

CERTIFICATION

Printed Name

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