

Wachovia Bank issues a cashiers check for expense reimbursements sent for processing through the campus mail. If you do not receive your check within 10 business days, follow these procedures:

1. Contact Susan Szilagyi (83141) or Cindy Hickman (83204) in the Controllers Office. You will be asked to provide a copy of your reimbursement request.
2. The Controller's Office will contact Wachovia Bank to verify that the check has not been cashed. Once this has been verified, you will need to contact the University Center Wachovia Bank to request a stop payment. Please note that Wachovia will not accept a stop payment request from anyone other than the payee of the cashiers check.
3. Wachovia Bank will send you a Bond of Indemnity form which must be signed, notarized, and returned to the University Center branch.
4. Wachovia Bank policy prohibits the reissue of a cashiers check for a period of 90 days from the original date of issue. Wachovia will send a replacement check to you after the 90 day period has elapsed. If this presents a hardship, a cash advance from the Bursar's Office can be obtained. If you choose to obtain a cash advance, take your replacement cashiers check to the Bursar's Office when you receive it to settle the advance.