**Caltech**

Procurement Services

**To:** **Stop Payment Users**

**From:** **Disbursements**

**Date:** **December 19, 2022**

**Re:** **New Stop Payments Form**

Disbursements is phasing out the Caltech Help system for submitting stop payment requests. We will be transitioning the Stop Payment request form to TechMart.  The new form has been created in TechMart.

Effective January 9th, 2023 the Stop Payment request form will be available in TechMart and can be found under the Shopping Dashboard in the Payment Service Forms section. Please begin using the new form in January 2023.  If you have any questions about completing or accessing the form or need help with the form, please feel free to reach out to Disbursements at ppsdisbursements@caltech.edu

Thank you,
The Disbursements Team