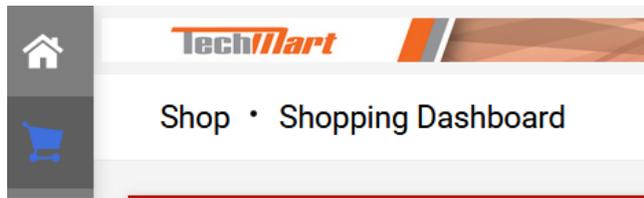


Stop Payment Procedure

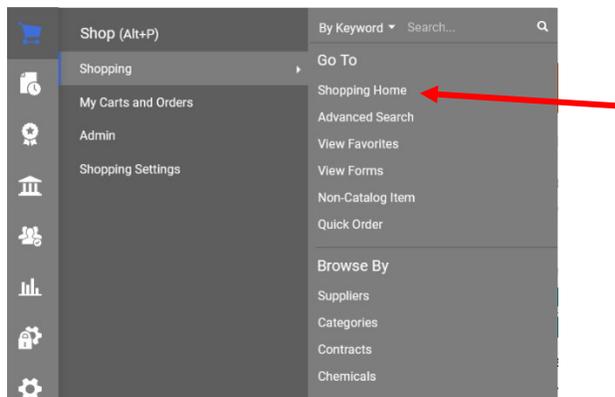
The Stop Payment Request Form must be included to initiate the stop payment via our financial institution.

The Stop Payment Request form can be found in TechMart (access.caltech.edu).

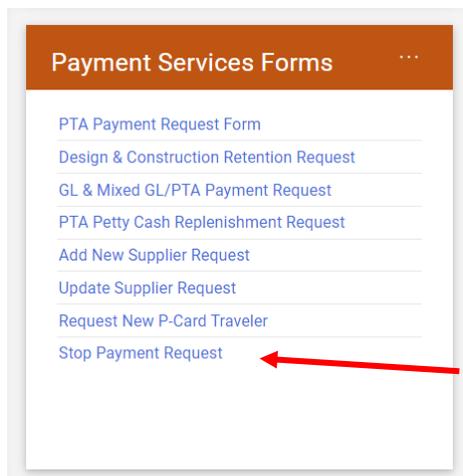
1. TechMart Shopping Cart Icon



2. Shopping Home



3. Payment Service Forms – Stop Payment Request



4. Click questions > Click next

Proceed to answer all questions

Back to Shopping Home

christina aguilar

Form Number **7483535**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details ✓
Attachments ✓
Questions ✓
Review and Submit

Discussion
Form Approvals

Details Request Actions History ?

Payee/Supplier name * christina aguilar

Purpose Generic Request

Template Title Stop Payment Request

Form Type Stop Payment Request

★ Required

Previous Save Progress Next

5. Submit the form

Back to Shopping Home

christina aguilar

Form Number **7483535**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details ✓
Attachments ✓
Questions ✓

Review and Submit

Discussion
Form Approvals

Review and Submit Request Actions History ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Attachments	✓ Required Fields Complete
Questions	✓ Required Fields Complete

Previous Add to Favorites Submit

End of Activity