

K Canceling PAAR Checks

Cancel a **PAAR** check returned to the office the same day of receipt and return it to **OARC**. In this situation, complete the following:

- Cancel the PAAR check by cutting out the Authorized Signature in the lower right hand corner of the check. Document CANCEL across the face of the check.
- Document the cancellation on the Returned Warrant Log (FA-416) and return the check to [OARC](#).

OARC updates the Check Inquiry Screen in **PARIS** with the cancellation information.