

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.750	1 of 2	July 1, 2003 Revised 7/24/19
Subject	PROCESSING FORGED WARRANTS		

1. Receipt of Warrant

If a payee of the State does not receive a warrant after it is sent, the payee contacts the department which issued the warrant. If the warrant has been redeemed, the payee may file an Affidavit of State of Iowa Warrant Fraud in order to claim payment from the State.

If the warrant was written for a Family Investment Program (FIP) recipient, etc., contact the Department of Inspections and Appeals (DIA) at (515) 281-5714. If not issued to a FIP recipient, the issuing department should be contacted.

2. Issuing Department Research

- a. Upon receiving the request from the payee, the department access a copy of the redeemed warrant from the Treasurer of State at the following link:
https://admin.iowatreasurer.gov/media/cms/Redeemed_Warrant_Search_Manual_516DBD_19096CD.pdf. The locating information is found in the Outstanding Program (OUTS). See Procedure 270.800.
- b. The issuing department forwards a copy of the warrant and an "[Affidavit of State of Iowa Warrant Fraud](#)" form to the payee. The payee completes the information and sends it to the issuing department.
- c. The issuing department forwards the information to the Treasurer's Office. The department must forward to the Treasurer's Office the original and two (2) copies of both the copy of the warrant and the affidavit.
- d. The Treasurer's Office sends one copy to the post office, one copy to the State's bank, and files the original.
- e. The Treasurer's Office then waits until the bank has recovered the money from the place that cashed the warrant. Once this is done, the bank sends the money to the Treasurer's Office.
- f. When the Treasurer's Office receives the money, they enter a CR into I/3 increasing the fund from which the original warrant was written, and for the department to approve.
- g. The department may now issue a new warrant to the payee. This is accomplished by completing a GAX document, attaching a copy of the Cash Receipt (CR) to it in I/3 and applying department approvals. See Procedure 280.150.

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.750	2 of 2	July 1, 2003 Revised 7/24/19
Subject	PROCESSING FORGED WARRANTS		

3. Department of Inspections and Appeals Research

- a. When a department contacts the DIA, DIA requests a copy of the redeemed warrant from the Treasurer of State. The department obtains a completed "AFFIDAVIT OF STATE OF IOWA WARRANT FRAUD" form from the client and forwards it to DIA.
- b. Upon DIA receiving the copy of the redeemed warrant, they compare the signature on the redeemed warrant to the one on the affidavit.
- c. If the signatures indicate the payee did not endorse the warrant, DIA completes a form indicating the warrant endorsement has been forged and begins completion of their process, which includes the Treasurer's Office and the Department of Human Services (DHS).
- d. The Treasurer's Office follows the same procedures as outlined in 2(d)-(f).
- e. To issue a new warrant to the payee, DHS then completes a GAX document, attaches supporting documentation in I/3, on-lines the document, applies department approvals.