

Department of Administrative Services - State Accounting Enterprise

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| Section PRE-AUDIT | Procedure Number 270.800 | Page Number 1 of 1 | Effective Date July 1, 2003 Revised 5/18/17 |
| Subject PROCESSING OUTSTANDING WARRANTS | | | |

1. As part of the CICS system, there is an on-line program, OUTSTANDING PROGRAM (OUTS), which is used to check the status of warrants. By using this application, users can determine if a warrant is currently outstanding, redeemed, cancelled, or outdated. OUTS also indicates if a warrant has been duplicated, had a stop payment placed on it, is a void, or had a stop payment rescinded.
2. This warrant information is on-line in OUTS for two years past the redemption date (or outdate or cancellation date).
3. If you need a copy of a redeemed warrant, go to the OUTS program and search for the warrant number. If the warrant is located, use the warrant number and its redemption date to print a copy of the redeemed warrant from the Treasurer of State's (TOS) warrant image website at: https://admin.iowatreasurer.gov/media/cms/Redeemed_Warrant_Search_Manual_516DBD19096CD.pdf.

If the warrant is not located in OUTS, it indicates the warrant was redeemed more than two years prior to the search. To request a copy of this redeemed warrant, email the following information to the Treasurer's Office at TOSaccounting@iowa.gov:

- Warrant Number
- Amount
- Payee
- Issue Date

TOS Accounting will return an electronic copy of warrant via email.

4. Images of redeemed warrants are retained for seven years, per the State of Iowa Record Retention Schedule.
5. If you have any questions on the above, contact the State Treasurer's Office at TOSaccounting@iowa.gov.