

REQUEST FOR WARRANT CANCELLATION

SECTION 1 - Required - Warrant Information - To be Completed by Issuing Department Only

If an incorrect vendor name was previously entered, a warrant will not be issued.

Dept No.	Warrant No.	1/3 Document ID	Issue Date	Amount
Payable to:				
Optional Routing/DBA:				
Street Address:				
City:			State:	Zip:
Issue New Warrant:	No	Yes - Explanation:		
Dept Contact:	Phone:		Request Date:	
Additional Dept Info:				

SECTION 2 - Warrant Is Attached - To be Completed by Issuing Department Only

Cancel Warrant/Original Is Attached Procedure 270.550

- Complete Section 1, attach warrant to this document, then mail to issuing department.
- Issuing department sends finalized document to internal office or State Accounting Enterprise.

SECTION 3 - Warrant Not Attached - To be Completed by Issuing Department Only

Cancel Warrant/Original Not Attached Procedure 270.550

- Issuing department completes Section 1, then sends this document to Payee for signature.
- Payee must return signed document to issuing department for processing.
- Issuing department sends finalized document to internal office or State Accounting Enterprise.

To prevent future warrant cancellations, consider issuing an EFT.

SECTION 4 - Payee Certification - To be Completed by Payee and Returned to Issuing Department

I, the Payee, certify that:

- I have not received the State of Iowa warrant above, which was made in my name and I have no knowledge of its whereabouts; or
- I received the warrant above, but it has been lost, damaged, or destroyed before I could redeem it.

In consideration of cancelling the above warrant, I agree to promptly surrender the original warrant (described above) if it ever returns to my possession or control to the issuing department.

I certify under penalty of perjury, and pursuant to the laws of the State of Iowa, that this statement is true and correct.

Handwritten Signature of Payee

Printed Name of Payee

Date