

**Department of Administrative Services - State Accounting Enterprise**

<b>Section</b> PRE-AUDIT	<b>Procedure Number</b> 270.400	<b>Page Number</b> 1 of 1	<b>Effective Date</b> July 1, 2003 Revised 8/30/18
<b>Subject</b> align="center">PROCESSING STATE OF IOWA WARRANT			

1. The State of Iowa's warrant drawn on the Treasurer of State is used to pay claims against the departments of the State of Iowa.
2. Specific requirements of the form of the State of Iowa's warrant is located in Section 8A.515 of the Code of Iowa.
3. See below for an example of a State of Iowa warrant. The letters in (4) correspond to the circled letters on the warrant.
4. Information that appears on the warrant includes:
  - a. Account codes to which the expense has been charged.
  - b. Statutory number of months that the warrant is valid.
  - c. Issue date of the warrant.
  - d. Assigned warrant number which matches the MICR number imprinted at the bottom of the warrant.
  - e. Name and address of the claimant (up to 45 alpha and/or numeric characters per line).
  - f. Document ID number (up to 20 alpha and numeric characters).
  - g. A check digit used by the Treasurer's Office for internal auditing.
  - h. The total amount of the warrant.
  - i. A coded field of information for internal audit and control.
5. Warrants are sent to the department with the warrant register on the next working day after the documents have been processed. See Procedure 270.350.

<table border="1"> <tr><td>Account Numbers</td></tr> </table> <p><b>a</b> 38-000-0299-19</p>	Account Numbers	<p><i>State of Iowa Warrant</i></p> <p><b>b</b> VOID 6 MONTHS AFTER <u>08-29-18</u> <b>c</b></p> <p>TO THE <i>Treasurer of State</i></p> <p><i>Des Moines, Iowa 50319</i></p>	<p>No. 12345678 <b>d</b></p> <p><small>33-72 730</small></p>
Account Numbers			
<p>NINETEEN DOLLARS 39 CENTS</p>	<p><b>f</b> 86384693384</p> <p><b>i</b> 4363893F869F</p>	<table border="1"> <tr><td>AMOUNT</td></tr> </table> <p><b>g</b> 0 \$*****19.39 <b>h</b></p>	AMOUNT
AMOUNT			
<p>Pay <b>e</b> JONATHAN R.DOE 1234 RIGHT WAY DES MOINES IA 50319</p>			

**VOID**  
AUTHORIZED SIGNATURE