

## REQUEST FOR WARRANT CANCELLATION

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

Dept No.	Warrant No.	Transaction ID	Issue Date	Amount
Payable to:				Payroll Warrant: YES      NO
Optional Routing/DBA:				
Street Address:				
City:		State:		Zip:
Department to Issue New <u>NON PAYROLL</u> Warrant:      YES      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