

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.550	1 of 1	October 8th, 2025
Subject PROCESSING CANCELLED WARRANTS			

1. A warrant may need to be cancelled for a variety of reasons: the warrant is written to an incorrect claimant, the warrant amount is incorrect, the warrant is accidentally endorsed by the wrong person, the warrant was issued in error, the claim was previously paid, or the warrant was lost, destroyed, damaged, or never received by the payee.
2. To cancel a warrant:
 - a) If a warrant is presented, mark or write Void, Cancel, etc. on the warrant, then the issuing department must complete a [Request for Warrant Cancellation](#) form and submit the form and warrant to DAS-SAE-Daily Processing.
 - b) If the warrant is not presented, the department must complete and forward the Request for Warrant Cancellation form to the Payee for signature. The Payee returns the signed form to the issuing department. The issuing department must submit the completed form to DAS-SAE Daily Processing.
3. When it is necessary to reprocess a payment for which a warrant has been cancelled, the document must include a copy of the cancellation request with the document number and date the original document processed through IAADV.
4. Warrants are cancelled every Friday and on the last working day of each month. Upon cancellation of the warrants, the funds from the warrant are added back to the account from which the warrant was written by the cancellation program. No manual entries need to be made. In order to be cancelled on Friday or on the last day of the month, warrant cancellation requests must be received in DAS-SAE-Daily Processing by 2:00 p.m. the previous day.
5. The day following the cancellation of warrants, the "FR102 - Cancelled Payments by Date - All Payments" can be ran by the departments.
6. Address any questions regarding the cancellation of warrants to DAS-SAE-Daily Processing.