

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b> PRE-AUDIT	<b>Procedure Number</b> 270.550	<b>Page Number</b> 1 of 1	<b>Effective Date</b> January 1, 2020
<b>Subject</b> 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 I/3.
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, a Report of Cancelled Warrants is mailed by SAE to the departments. See example below.
6. Address any questions regarding the cancellation of warrants to DAS-SAE-Daily Processing.

RUN SORT: 285 J625I132	CANCELLED WARRANTS FOR 01/14/99	5625I13200000001	PAGE 1	RUN DATE 01/14/1999 TIME 19.10.05		
285 EDUCATION, VOC REHAB						
WARRANT NUMBER	PAYEE	ISSUE DATE	VENDOR CODE	ORIGINAL ACCOUNT	REVISED ACCOUNT	AMOUNT
03690097	SOUTHEAST IOWA MED SRVC	11/09/98		99-0594-285-0712- -4115-		\$20.00
03805644	FAMILY MEDICINE PC	11/23/98		99-0594-285-0712- -4115-		\$170.50
03813458	ORTHO & RECONS SURGERY	11/24/98		99-0594-285-0712- -4115-		\$20.00
03813781	IOWA HEALTH SYSTEMS HOSP	11/24/98		99-0594-285-0712- -4115-		\$7.50
03828833	MUSCATINE HEALTH CTR PC	11/25/98		99-0594-285-0712- -4115-		\$15.00
03844210	MUSCATINE HEALTH CTR PC	12/01/98		99-0594-285-0712- -4115-		\$15.00
03933903	IOWA OSTEOPATHIC INST	12/11/98		99-0594-285-0712- -4115-		\$15.00
TOTAL FOR FUND 0394						\$265.00
TOTAL FOR FISCAL YEAR 99						\$265.00
TOTAL FOR AGENCY 285						\$265.00
THESE WARRANTS WERE CANCELLED ON THE DATE LISTED ABOVE PER YOUR AGENCY'S AUTHORIZATION						