

Department of Administrative Services  
State Accounting Enterprise

**REQUEST FOR  
OUTSTANDING WARRANT ACTION**

If the following warrant action is requested, attach original warrant to this completed form and mail to:

**DAS-SAE, Hoover State Building, 3<sup>rd</sup> FL, Des Moines, IA 50319**

Request for Warrant Cancellation (Policy 270.550)

**Attention:** *SAE is unable to cancel a warrant without the paper warrant attached.  
Electronic copies are not accepted.*

If a following warrant action is requested, email completed form to:

**[DASSAEDailyProcessingTeam@iowa.gov](mailto:DASSAEDailyProcessingTeam@iowa.gov)**

Stop Payment on the Warrant described below (Policy 270.650)

Rescind the Stop Payment (Policy 270.700)

Date of Request: \_\_\_\_\_ Requested by: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All warrant information must be completed.**

Date of Issue	Warrant Number
Account Number	Amount \$
Payable to:	