

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 270.400	Page Number 1 of 1	Effective Date July 1, 2003 Revised 6/1/04
Subject 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. Departmental document number (up to 20 alpha and numeric characters).
 - g. Vendor code (11 alpha and numeric characters).
 - h. A check digit used by the Treasurer's Office for internal auditing.
 - i. The total amount of the warrant.
 - j. 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.

ACCOUNT NUMBERS	<i>State of Iowa Warrant</i>
0001-10-671- - 5288-1100-5288	VOID 6 MONTHS AFTER 08-25-09
TO THE	No. 12345678
<i>Treasurer of State</i>	33-72 730
<i>Des Moines, Iowa 50319</i>	DEPARTMENTAL REFERENCE NO'S
Pay to the order of	AMOUNT
Jonathan S. Doe	XXX-XX- 0123
1234 Right Way	VOID
Des Moines, IA	497F89F0
50319	AUTHORIZED SIGNATURE
" 168 706 7 "	