Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.500	1 of 1	June 5, 2017
Subject	PROCESSING OUTDATED WARRANTS		

1. Section 8A.519 of the Code of Iowa requires the Department of Administrative Services-State Accounting Enterprise (DAS-SAE) to monthly outdate warrants which have been outstanding and unredeemed for 6 months and longer.
2. Each department is provided a report at month's end, from DAS-SAE- Daily Processing, of the accounting transaction data which details the disposition of each outdated warrant. (Report # J625I368 – Outdated Warrants). Funds from an outdated warrant may be credited to a currently active account, the General Fund, or other appropriate fund balance. All situations are dependent upon the status of the account from which the warrant was originally written.
3. To re-issue any outdated warrant, the following procedure **must** be followed:
   a. The department prepares an Outdated Warrant Document (OUTD)
   b. Use a miscellaneous vendor code
   c. If possible, attach a copy of the outdated warrant with the supporting documentation in I/3. Send the original outdated warrant to DAS-SAE with a note to destroy.
   d. Attach the following supporting documentation to the Header Line in I/3 and enter into I/3 at the designated field. Information entered into the description lines may be used for running reports.
      1) Vendor name. (Enter on the vendor line)
      2) Original warrant number. (Enter on document or line description line)
      3) Original issue date. (Enter on document or line description line)
      4) Amount. (Enter on accounting section line)
      5) Date the warrant outdated. (Enter on the document or line description line)
      6) If paid from General Funds, note if **only** Federal Funds were used in the extended description field.
4. The OUTD will workflow to the DAS-SAE Outdated Warrant (OW) Coordinator for approval.
   a. When the OW Coordinator approves the document in I/3, it will workflow back to your department for your appropriate levels of approval in I/3.
   b. If it is not approved it will be rejected back to your workflow with information in the comments section. I.e., send to the State Appeal Board.
5. No document for outdated warrants will be honored for re-issue without the approval of the Outdated Warrant Coordinator. Payment of outdated warrants may be requested for warrants issued up to five (5) years from the original issue date. See Section 25.2 of the Code of Iowa.
6. Contact the DAS-SAE Outdated Warrant Coordinator with questions relating to the reissuance of an outdated warrant.