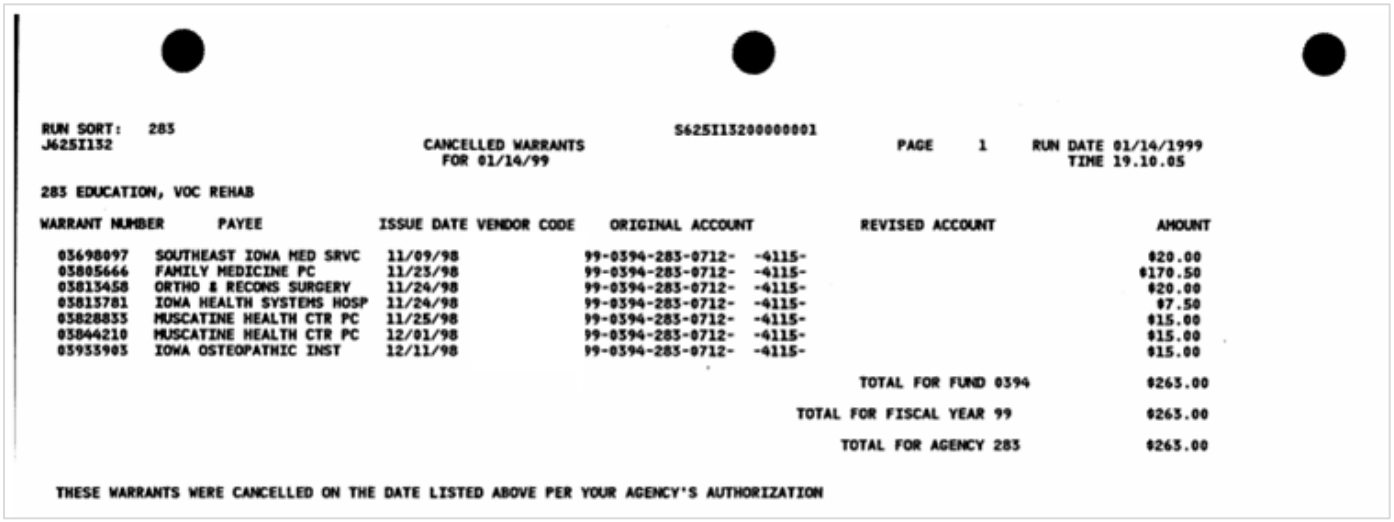
Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.550	1 of 1	July 1, 2003 Revised 8/17/19
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, etc.
2. To cancel a warrant, state departments must complete a "REQUEST FOR OUTSTANDING WARRANT ACTION" form and submit with the original warrant to DAS-SAE-Daily Processing. Mark or write Void, Cancel, etc. on the warrant to be cancelled.
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 When a duplicate warrant was requested, mark the face of the original warrant with “VOID”, then attach a note to shred the warrant, stating a duplicate warrant was issued, and send to SAE.

6. The day following the cancellation of warrants, a Report of Cancelled Warrants is mailed by SAE to the departments. See below for an example.
7. Any questions concerning the cancellation of warrants should be addressed to DAS-SAE-Daily Processing.



RUN SORT: 283 — S625I13200000001
J625I132 — CANCELLED WARRANTS FOR 01/14/99 — PAGE 1 — RUN DATE 01/14/1999 TIME 19.10.05

283 EDUCATION, VOC REHAB

WARRANT NUMBER	PAYEE	ISSUE DATE	VENDOR CODE	ORIGINAL ACCOUNT	REVISED ACCOUNT	AMOUNT
03698097	SOUTHEAST IOWA MED SRVC	11/09/98		99-0394-283-0712- -4115-		$20.00
03805666	FAMILY MEDICINE PC	11/25/98		99-0394-283-0712- -4115-		$170.50
03813458	ORTHO & RECONS SURGERY	11/24/98		99-0394-283-0712- -4115-		$20.00
03813781	IOWA HEALTH SYSTEMS HOSP	11/24/98		99-0394-283-0712- -4115-		$7.50
03828833	MUSCATINE HEALTH CTR PC	11/25/98		99-0394-283-0712- -4115-		$15.00
03844210	MUSCATINE HEALTH CTR PC	12/01/98		99-0394-283-0712- -4115-		$15.00
03933903	IOWA OSTEOPATHIC INST	12/11/98		99-0394-283-0712- -4115-		$15.00
					TOTAL FOR FUND 0394	$263.00
					TOTAL FOR FISCAL YEAR 99	$263.00
					TOTAL FOR AGENCY 283	$263.00

THESE WARRANTS WERE CANCELLED ON THE DATE LISTED ABOVE PER YOUR AGENCY'S AUTHORIZATION