

Department of Administrative Services - State Accounting Enterprise


Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.600	1 of 2	June 5, 2017
Subject	PROCESSING DUPLICATE WARRANTS		

1. A warrant may need to be duplicated only if the original cannot be redeemed. It may have been lost, destroyed, damaged, or never received by the payee.
2. To have a duplicate warrant generated, state departments must notify the DAS-SAE-Daily Processing, in writing, that a warrant needs to be duplicated. Either the original warrant is to be attached to the written request, or an affidavit stating the original warrant cannot be redeemed must be submitted. An *Affidavit and Agreement for Issuance of Duplicate Warrant* example is on the following page, including a link to the form. Similar forms containing the following information are acceptable and fax copies of the form are also acceptable:
 - a) warrant number
 - b) warrant issue date
 - c) warrant amount
 - d) warrant accounting codes
 - e) payee
 - f) name/signature of person in department requesting duplicate warrant.
3. These forms do not need to be notarized.
4. Daily, duplicate warrants are entered online for overnight processing. Requests may be scanned and emailed to DASSAEDAILYPROCESSINGTEAM@iowa.gov. Requests must be received by DAS-SAE-Daily Processing by 2:30 pm to be processed the same day.
5. The next day, the warrants are delivered to the DAS-SAE-Daily Processing for distribution to the state departments, via local mail or department mailboxes in SAE. A printout is sent to the requesting department (report ID: J625I058 - Agency Credit Bureau; see page 2 of this procedure), with the duplicate warrant. The duplicate warrant will have the identical payee name as entered on the original warrant. On the warrant, "Duplicate" is stamped in red below the payee name, and the date the warrant was duplicated is stamped in black in the lower right-hand corner. See page 2 for an example.
6. A duplicate request automatically places a stop payment on the original warrant.
7. Once a duplicate warrant is processed, the original warrant cannot be cashed or cancelled. If it is found, return the original to DAS-SAE-Daily Processing for destruction.
8. A duplicate cannot be processed 10 calendar days before the end of the month of which the warrant will outdate. Once it has outdated, you will need to send it to DAS-SAE-Daily Processing for a reissuance of an outdated warrant. See Procedure 270.500.
9. Any questions concerning the duplication of warrants should be addressed to DAS-SAE-Daily Processing.

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 270.600	Page Number 2 of 2	Effective Date June 5, 2017
Subject PROCESSING DUPLICATE WARRANTS			

Duplicate Warrant Request



Iowa Department of Administrative Services
Service • Efficiency • Value

**REQUEST FOR
ISSUANCE OF DUPLICATE WARRANT**

Payee Name _____
Payee Address _____

I certify that:

- I have not received the State of Iowa warrant listed below, which was made in my name and I have no knowledge of its whereabouts; or
- I received the warrant below, but it has been lost, damaged, or destroyed before I could redeem it.

Warrant Number _____ Account Numbers _____
Warrant Amount \$0.00 Issue Date _____

In consideration of the issuance and delivery to me of a duplicate warrant in the identical amount, I agree to promptly surrender the original warrant (described above) if it ever returns to my possession or control.

I certify under penalty of perjury, and pursuant to the laws of the State of Iowa, that this statement is true and correct.

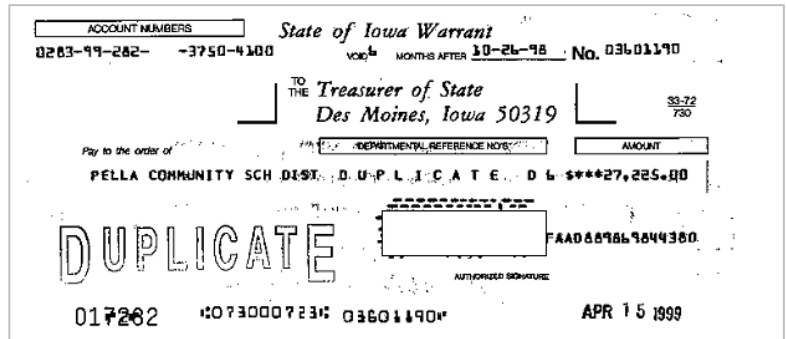
Handwritten Signature of Payee _____ Date _____
Signature of Co-Payee (if more than one Payee) _____ Date _____

Instructions Concerning Duplicate Warrants
To better protect payee's interest, the owner of a warrant should immediately notify the department which the service/delivered good was performed, in writing of a lost warrant. The notification should describe the circumstances of the loss and provide, if possible, the warrant issue date, number, and amount.

Affidavits may be mailed to: _____ or Email to: DASSAEDailyProcessingTeam@iowa.gov
DAS-SAE, 3rd Floor
1305 E Walnut St
Des Moines, IA 50319

Hoover State Office Building 1305 East Walnut Street Des Moines, IA 50319 (515) 281-6224 <http://das.iowa.gov>

Example of Duplicate Warrant



SYSTEM: IFAS REPORT ID: 54251958 - AGENCY	DEPARTMENT OF REVENUE AND FINANCE WARRANT REPORT CREDIT BUREAU OF CENTRAL IOWA ACTIVITY ON 02/28/99	RUN DATE: 02/28/99
AGENCY: 309		
TYPE OF ACTIVITY	WARRANT NO.	AMOUNT NAME
DUPLICATES ISSUED	04282472	442.00 WILLIAM J LOPEZ
	04282475	382.40 MARLENE J BROCKENSTEIN
	04282474	369.68 CAROL L WISLER
	34426411	422.40 GUADALUPE FRANCIS
RESCIND STOP PAYMENTS	34579447	351.18 JOHN SWOZYS
	34585442	125.14 KEVIN W OARSDEN
STOP PAYMENTS	04282471	382.40 MADONNA L TORGER