

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.600	1 of 2	July 1, 2003 Revised 3/26/07
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. There is a standard form for requesting a duplicate warrant be issued. The form is available from DAS-ICIO-Printing or online through SAE. See the following page for an example and link to the document. 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 on-line for overnight processing. Requests must be received in the 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 mailboxes in SAE. A printout is sent to the requesting department (report ID: J625I058 - Agency Credit Bureau-see page 4 of this procedure) along with the duplicate warrant. The duplicate warrant will have the exact payee name as the original warrant. Duplicate will be stamped in red below the payee name and the date the warrant was duplicated will be stamped in red in the lower right-hand corner. See page 5 of this procedure for an example. A warrant **WILL NOT** be duplicated if the request to duplicate is received 10 calendar days or less before the warrant will outdate.
6. A duplicate request will automatically put a stop payment on the original warrant, but to better protect the original warrant, if a duplicate is not requested at that time, then a request for stop payment should be done.
7. Once a duplicate is processed, the original warrant cannot be cashed or cancelled. If it is found, return the original to DAS-SAE-Daily Processing to be shredded.

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8. A duplicate cannot be processed 10 calendar days before the end of the month in which the warrant will outdate. Once it has outdated, you will need to send it to DAS-SAE-Daily Processing for a re-issuance of an outdated warrant. See 270.500.
9. Any questions concerning the duplication of warrants should be addressed to the DAS-SAE-Daily Processing.

[Affidavit and Agreement
for Issuance of Duplicate Warrant](#)

Iowa Department of Administrative Services
Service • Efficiency • Value

**AFFIDAVIT AND AGREEMENT
FOR ISSUANCE OF DUPLICATE WARRANT**

STATE OF _____ SS
COUNTY OF _____

I, _____ of _____
(Affiant) (Shew, City, or Town)

County of _____ State of Iowa, being duly sworn, depose and say that a warrant of the State of Iowa, number _____ account number _____

In the amount of \$ _____ and dated _____ drawn to my order has not been received by me.

In consideration of the issuance and delivery of a new or duplicate warrant in like amount I hereby agree that I will surrender the warrant first described above should such warrant ever come into my possession.

Signature of Payee _____

Signature of Co-Payee _____
(If more than one payee)

INSTRUCTIONS CONCERNING DUPLICATE WARRANTS:
To better protect his/her interest, the owner of a warrant should immediately notify the department for whom they performed the service/delivered goods, in writing of a lost warrant. The notification should describe the circumstances of the loss and give, if possible, the warrant issue date, number, and amount.

Affidavits may be mailed to:
DAS-SAE
Hoover Bldg 3rd Fl.
1305 E Walnut St
Des Moines, IA 50319

Hoover State Office Building 1305 East Walnut Street Des Moines, IA 50319 (515) 281-6360 <http://das.iowa.gov>

Example of Duplicate Warrant

State of Iowa Warrant

ACCOUNT NUMBERS 0263-99-282- -3750-4100 VOY. MONTHS AFTER 10-26-98 No. 03601190

TO THE **Treasurer of State**
Des Moines, Iowa 50319 33-72
750

Pay to the order of _____ DEPARTMENTAL REFERENCE NO. _____ AMOUNT _____

PELLA COMMUNITY SCH DIST. D U P L I C A T E D \$*27,285.00**

DUPLICATE

AUTHORIZED SIGNATURE

017282 *0730007231 03601190* APR 15 1999

SYSTEM: IFAS REPORT ID: 54251058 - 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 COFFEY	
	04282475	382.00	MARLENE J BROCKENSTON	
	04282476	569.68	CAROL L WOODR	
	34426411	422.48	GUADALUPE FLORES	
RESCIND STOP PAYMENTS	34579447	351.18	JOHN BRYANT	
	34583442	123.14	KEVIN W DARRICO	
STOP PAYMENTS	04282471	382.48	MADONNA L TORGER	