

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.650	1 of 1	June 5, 2017
<b>Subject</b>	PROCESSING STOP PAYMENTS ON WARRANTS		

1. A warrant may need to have payment stopped if lost, stolen, or never received. A stop payment on a warrant is not allowable if a warrant was written incorrectly and has been mailed or delivered to the payee. Warrants that are incorrectly written must be cancelled through the cancelled warrant process. See Procedure 270.550 for more details.
2. To stop payment on a warrant, state departments must complete a "[Request for Warrant Action](#)" form. Once completed, the form may be scanned and emailed to DAS-SAE Daily Processing at [DASSAEDailyProcessingTeam@iowa.gov](mailto:DASSAEDailyProcessingTeam@iowa.gov).
3. Warrant stop payments are entered daily online for nightly processing. Stop payment requests must be received in DAS-SAE-Daily Processing by 2:30 p.m. to be processed that same day.
4. After receiving verification of the warrant stop payment, DAS-SAE-Daily Processing will send a printout (Report ID- S625I058-Agency - Credit Bureau) to the requesting department via local mail that indicates the action has been completed.
5. Any questions concerning the stop payment of warrants should be addressed to DAS-SAE-Daily Processing.