

**WARRANTS: CANCEL & STOP PAYMENT**

	<b>CANCEL</b>	<b>STOP PAYMENT</b>
<b>What:</b>	<p>Select a Warrant Cancel when:</p> <p>Warrant is in hand.</p> <p>Warrant is not in hand: --must use Affidavit for Two Year Old Warrant Cancel</p> <p>Any dollar amount.</p>	<p>Select a Stop Payment when:</p> <p>The warrant is lost or never received.</p> <p>The warrant was sent to an incorrect vendor.</p> <p>The warrant is for an incorrect amount.</p> <p>The warrant was for at least \$15.</p>
<b>When:</b>	<p>Warrant is in hand: --No waiting period</p> <p>Warrant is not in hand: --the warrant issue date is more than two years ago.</p>	<p>Non-emergency: --14 days from date of issue</p> <p>Emergency: --by noon for same day stop pay</p>
<b>Form:</b>	Warrant Cancellation slip Affidavit for Two Year Old Warrant Cancel	Warrant Stop Payment Request
<b>Agency Action:</b>	<p>Warrant is in hand: --Write CANCEL across the face of the warrant. --Complete the Warrant Cancellation form. --Forward the form and warrant to SFMS.</p> <p>Warrant is not in hand: --Complete the Affidavit for Two Year Old Warrant Cancel --Forward the form to SFMS.</p>	<p>Complete the Warrant Stop Payment Request form.</p> <p>Send completed form to SFMS.</p> <p>Agency needs to re-voucher the payment if it is still owed after the stop payment is processed.</p>
<b>SFMS Action:</b>	<p>Enter warrant cancel into RSTARS.</p> <p>Document will be WCxxxxx; status will be C.</p> <p>Payment will be reversed.</p> <p>Cash will be restored to fund.</p>	<p>Enter warrant stop pay into RSTARS; notify Treasury.</p> <p>Document will be WSxxxxxx; status will be S.</p> <p>Payment will be reversed.</p> <p>Cash will be restored to fund.</p> <p>Stop Pay lasts for 24 months from the date of request.</p> <p>SFMS pays the \$7 fee.</p>