

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	WARRANTS	SUB-SECTION 19.00.00
SECTION		ISSUANCE DATE January 30, 2009
SUB-SECTION	INDEX	REVISION NUMBER 09-006

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TOPIC	WARRANTS	SUB-SECTION 19.10.10
SECTION	OVERVIEW	ISSUANCE DATE January 30, 2009
SUB-SECTION	INTRODUCTION	REVISION NUMBER 09-006

INTRODUCTION

**PURPOSE**

A warrant is a negotiable instrument drawn by BFC on the State Treasury for payment from funds held by the State Treasurer for debts incurred by state agencies or for fund transfers authorized for payment by BFC. A warrant is a request to the State Treasurer to honor the claim of the bearer when the warrant is presented for payment.

**PROCESSING**

A warrant can be issued only after an itemized PV is properly approved and certified. After the regularity, legality, and correctness of the expenditure or disbursement has been verified, it is imperative that the status of the expenditure, claim, demand, or change be verified to ensure that it has not been paid. A warrant can now be issued.

Once a warrant is issued, it is recorded as outstanding in SAAS and on the State Treasurer's records. When a warrant is presented for payment to the State Treasurer and the claim honored, the warrant is paid. It is no longer considered outstanding.

A warrant of a current year or prior year may be voided by sending the warrant, with the signature cut off, along with a request to void the warrant to BFC. If the original warrant cannot be located, a stop payment request is sent to the State Treasurer indicating whether the warrant needs to be voided or voided and reissued. To reissue, a Lost Warrant Replacement Request form should be completed and sent to the State Treasurer with the stop payment request. Any warrant which has not been presented for payment one year from the last day of the month in which it was originally issued will be cancelled by the State Treasurer and funds moved to unclaimed property.

TOPIC	WARRANTS	SUB-SECTION 19.10.20
SECTION	OVERVIEW	ISSUANCE DATE January 30, 2009
SUB-SECTION	STATUTE REFERENCE	REVISION NUMBER 09-006

STATUTE REFERENCE

Statutory authority for the issuance, canceling, and replacement of warrants is generally contained in Sections 7-7-1 through 7-7-79, Miss. Code Ann. (1972). Guidance in applying these provisions is contained throughout this section of the MAAPP manual.

Pre-Audit of Claims [Section 7-7-33, Miss. Code Ann (1972)]

“The State Fiscal Officer shall issue disbursement warrants upon satisfactory pre-audit as prescribed by standards and procedures established by the State Fiscal Officer in consultation with the State Auditor’s office. Such standards and procedures shall include examination of the bill, invoice, account, payroll or other evidence of the claim, demand or charge and determination that the expenditure or disbursement is regular, legal and correct, and that the claim, demand or charge has not been previously paid. In order to ascertain that goods have been received or services rendered, the State Fiscal Officer may require such evidence as the circumstances may demand. If the expenditure or disbursement is proper, the State Fiscal Officer shall approve the same; otherwise, the State Fiscal Officer shall withhold approval. In order that such regularity and legality may appear, the State Fiscal Officer may return the claim to the department, institution, or agency against which the same was issued for correction or amendment and may, by general rule or special order, require such certification or such evidence as the circumstances may demand.”

Warrants Delivered to Agency [Section 7-7-35, Miss. Code Ann. (1972)]

“All such warrants shall be delivered by mail, or by messenger, or by personal service to the officer, department, institution or agency against which the claim involving the issuance of such warrant was made, and shall be delivered therefrom to the claimant. Periodically, such warrants of each department, institution, or agency shall be mailed or handed directly to the claimant by someone other than the person preparing the requisition for payment in accordance with the control procedures established by the department, institution or agency. The State Fiscal Officer, at his discretion, may mail or deliver directly to the claimant the warrants for any department, institution or agency, or verify by some other means that delivery was made to the claimant.”

Limitation of Time for Payment of Warrants [Section 7-7-42, Miss. Code Ann. (1972)]

“Any State of Mississippi warrant issued by the State Fiscal Officer against any fund in the State Treasury which has not been presented to the State Treasurer for payment within one (1) year after the last day of the month in which it was originally issued, shall be null and void, the obligation thereafter shall be unenforceable and the State Fiscal Officer shall not issue an additional warrant. The State Fiscal Officer is authorized and directed to cancel all outstanding warrants over one (1) year old at the end of each month and shall notify the State Treasurer who shall remove such warrants from his list of outstanding warrants. The State Fiscal Officer shall transfer the funds reflected by the cancellation of the warrant to the Abandoned Property Fund authorized by Section 89-12-37 of the Unclaimed Property Division of the State Treasury where the funds shall remain for five (5) years. After five (5) years, if the funds are unclaimed, the State Treasurer shall transfer the funds back to the original source of funds.”

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DEPARTMENT OF FINANCE AND ADMINISTRATION**

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Indemnity Agreement for Issuance of Duplicate Warrant Double Amount of Original [Sections 7-7-57, Miss. Code Ann. (1972)]

“Upon satisfactory proof being presented to the State Fiscal Officer that any warrant drawn by the State Fiscal Officer upon the State Treasury has been lost or destroyed before having been paid, the State Fiscal Officer may issue a duplicate therefor upon a bond being executed by the State Fiscal Officer with such security as is approved by him, payable to the state in the penalty of double the amount of the warrant, and conditioned to save harmless the state from any loss occasioned by the issuing of the duplicate warrant, together with an affidavit relating the circumstances under which said warrant was lost or destroyed.”

Duplicate Issued for Mutilated Warrant [Section 25-55-23, Miss. Code Ann. (1972)]

“A duplicate shall not be issued for a mutilated bond or warrant until the original shall be delivered to such officer, and not until an examination has been made by such officer and the treasurer on whom it may be drawn, or who is to pay the same, to see if it be genuine and have not been already paid. If genuine and not previously paid, the duplicate may issue upon the cancellation of the original and the entry of a statement of facts on the proper record or registry of its issuance, with the words ‘pay duplicate only.’ ”

Warrant Replacement Must Bear Same Number” and Words “Duplicate” [Section 25-55-21, Miss. Code Ann. (1972)]

“Such duplicate shall correspond in number, date, amount, and unpaid coupons, if any, with the original bond or warrant, and shall in all respects be a copy thereof, and shall have endorsed on its face the word ‘duplicate,’ together with the date of its issuance.”

Note: Section 27-104-6 Miss. Code Ann. (1972), provides that “wherever the term “State Fiscal Officer” appears in any law it shall mean “Executive Director of DFA.”

**STATE OF MISSISSIPPI  
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TOPIC	WARRANTS	SUB-SECTION 19.20.10
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	CANCELED WARRANTS	REVISION NUMBER 09-006

CANCELED WARRANTS

PURPOSE

Warrants may need to be canceled if they are lost, stolen, mutilated, outstanding, or issued in error. If the agency determines the warrant should be voided, then the warrant is canceled. If the agency determines the warrant should be voided and reissued, then the warrant is replaced.

CANCELED WARRANTS

If the agency has the original warrant that needs to be voided, the original signature should be cut off and the warrant sent to BFC along with a request to cancel the warrant. (Note: Stop Payment Request Form 19.20.20 is not required in this instance.) If an agency does not have the original warrant, a Stop Payment Request Form and a request that the warrant be voided should be forwarded to the State Treasurer.

When a current year warrant is canceled, it decreases the original expenditure code and increases the unencumbered allotment balance by the same amount. If it is a special fund warrant, it also decreases the warrants payable balance. When a prior year warrant is canceled, warrants payable is decreased in the respective treasury fund(s) and the revenue source 49310 is credited. The unencumbered allotment balance is not increased. To reissue the warrant to a different vendor or for a different amount, the agency will need to prepare a new PO and PV. See Section 26.50.10 for the SAAS accounting entries for current year and one-year old warrant cancelations.

REPLACEMENT WARRANTS

Reasons to replace a warrant include a warrant that is lost, stolen, or destroyed. To replace a warrant, an original Lost Warrant Replacement Request Form 19.20.30 with a copy of the Stop Payment Request Form should be sent to the State Treasurer. Before submitting these forms, the agency should verify that the warrant is outstanding in SAAS. The State Treasurer will issue the stop payment and forward all documentation at the end of the workday to BFC. BFC will not begin the reissue process until all information is received from the State Treasurer. Any deviation of this process will have to be approved by the BFC Director.

After BFC determines that all information is correct, a CX document will be entered into SAAS which will mark the original warrant as 'voided' on the Warrant Reconciliation Table (WREC) and post the new warrant issued. The CX will extract information from the original PV on the Open Payment Voucher Header Table (OPVH) to record on the new warrant's stub (such as, PV, PO number, etc). The CX will also replace the warrant number field on the Open Payment Voucher Line Table (OPVL) with the new warrant number. This entry is called a 'Type 1' CX.

ONE-YEAR OLD CANCELED WARRANTS

Section 7-7-42, Miss. Code Ann. (1972), requires outstanding warrants to be canceled one year from the date of issue. The State Fiscal Officer is authorized and directed to cancel all outstanding warrants over one year old at the end of each month and shall notify the State Treasurer who shall remove such warrants from their list of outstanding warrants. The State Fiscal Officer shall transfer the funds reflected by the cancelation of the warrant to the Abandoned Property Fund authorized by Section 89-12-37 of the Unclaimed Property Division of the State Treasury where the funds shall remain for five years. After five years, if the funds are unclaimed, the State Treasurer shall transfer the funds back to the original source of funds. At the first of each month, the State Treasurer provides BFC with a file, which lists by treasury fund number the warrants outstanding for one year.

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TOPIC	WARRANTS	SUB-SECTION 19.20.10
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SUB-SECTION	CANCELED WARRANTS	REVISION NUMBER 09-006

**REPORT OF WARRANTS OUTSTANDING OVER 6 MONTHS**

A report showing warrants outstanding over 6 months is included in the regular monthly distribution of reports to agencies. This report provides the agency with a list of warrants that need to be investigated before they become one year old. The report ID is WNT001 (Exhibit 19.20.10).

**CURRENT YEAR CANCELED WARRANTS ON MONTHLY REPORT**

Canceled warrant entries appear on the agency's monthly detail general ledger (A611A) report. The original warrant number for accounts payable warrants will appear in the description field.

RUN DATE: 05/01/09  
REPORT ID: WNT001

\*\* STATE OF MISSISSIPPI \*\*  
WARRANTS OUTSTANDING OVER 6 MONTHS

AGENCY: XXX

FUND	WARRANT NUMBER	WARRANT DATE	VENDOR / EMPLOYEE	WARRANT AMOUNT
3XXX	AD00005648203	06 / 23 / 08	NATL ASSOC OF CONSUMER CREDIT	\$100.00
3XXX	AD00005661184	07 / 01 / 08	MS BUSINESS JOURNAL	\$95.00
			*FUND TOTAL:	\$195.00
			* AGENCY TOTAL:	\$195.00

TOPIC	WARRANTS	SUB-SECTION 19.20.20
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	STOP PAYMENTS	REVISION NUMBER 09-006

STOP PAYMENTS

PURPOSE

Stop Payments are required in order to replace a warrant or to cancel a warrant. A Stop Payment Request Form should be submitted to the State Treasurer. Before submitting a Stop Payment Request Form, the agency should verify the warrant is outstanding in SAAS. If an agency does not have the original warrant, a letter requesting the warrant be voided should be forwarded to the State Treasurer along with the Stop Payment Request Form.

The State Treasurer will issue the stop payment and forward all documentation at the end of the workday to BFC. BFC will not begin the reissue process until all information is received from the State Treasurer. Any deviation of this process will have to be approved by the BFC Director.

STOP PAYMENT REQUEST FORM

The instructions for completion of a Stop Payment Request form are outlined below. Exhibit 19.20.20 includes reference numbers. Form 19.20.20 is a blank form to be used by agencies.

<u>REFERENCE</u>	<u>EXPLANATION</u>
1	Name of the agency submitting the stop payment request
2	Address of the agency
3	E-mail address for the agency contact
4	Name of the individual serving as BFC's contact for processing the request
5	Direct telephone number for the agency contact
6	Number of the original warrant requiring a stop payment
7	The original issue date of the warrant
8	Fund number(s) affected by the original warrant
9	Name of the vendor/payee on original warrant
10	Original amount of the warrant
11	Enter a "V" for void if wanting to void the warrant. Enter an "R" for "void & reissue" if wanting to void and reissue the warrant.
12	Reason for the stop payment
13	Signature of the individual authorizing the request
14	Date the request is made



**STATE OF MISSISSIPPI  
TREASURY DEPARTMENT**

**LYNN FITCH**  
STATE TREASURER

POST OFFICE BOX 138  
JACKSON, MS 39205  
TELEPHONE (601) 359-3600

**STOP PAYMENT REQUEST**

Agency: \_\_\_\_\_ (1)

Address: \_\_\_\_\_ (2)

E-mail Address: \_\_\_\_\_ (3)

Contact Person: \_\_\_\_\_ (4) Phone: \_\_\_\_\_ (5)

Warrant Number	Warrant Date	Fund	Payee	Warrant Amount	V or R *
(6)	(7)	(8)	(9)	(10)	(11)

* Requested DFA/BFC Action	
Please indicate DFA action in the V or R column above for action to be taken by DFA:	
V = Void (No Warrant Reissued)	R = Void & Reissue (Lost Warrant Replacement Request Form Attached)

Reason: \_\_\_\_\_ (12)

Signature: \_\_\_\_\_ (13) Date: \_\_\_\_\_ (14)

Treasury & DFA Use Only		
	Date:	By:
Treasury		
DFA		



**STATE OF MISSISSIPPI  
TREASURY DEPARTMENT**

**LYNN FITCH**  
STATE TREASURER

POST OFFICE BOX 138  
JACKSON, MS 39205  
TELEPHONE (601) 359-3600

**STOP PAYMENT REQUEST**

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Warrant Number	Warrant Date	Fund	Payee	Warrant Amount	V or R *

<b>* Requested DFA/BFC Action</b>	
Please indicate DFA action in the V or R column above for action to be taken by DFA:	
V = Void (No Warrant Reissued)	R = Void & Reissue (Lost Warrant Replacement Request Form Attached)

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasury & DFA Use Only		
	Date:	By:
Treasury		
DFA		

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	WARRANTS	SUB-SECTION 19.20.30
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	LOST WARRANT REPLACEMENT	REVISION NUMBER 09-006

LOST WARRANT REPLACEMENT

PURPOSE

A replacement for a lost warrant may be obtained by submitting an original Lost Warrant Replacement Request Form 19.20.30 and a copy of the Stop Payment Request Form 19.20.20 to the State Treasurer. The State Treasurer will forward the documentation to BFC.

ORIGINAL WARRANT LOCATED AFTER ISSUANCE OF REPLACEMENT

If an original warrant is located after a replacement warrant has been issued, the original warrant is no longer valid. The State Treasurer will not honor the original warrant. The original warrant should be returned to BFC with the signature cut off and a note attached stating that a "replacement warrant has been issued."

WARRANT LOST BETWEEN AGENCIES

If a warrant is lost between agencies, an affidavit on the agency letterhead and signed by the Director of the issuing agency should be addressed to BFC. The affidavit should read as follows:

We certify that warrant # \_\_\_\_\_ issued on \_\_\_\_\_, 2\_\_\_\_, for \$ \_\_\_\_\_ to \_\_\_\_\_ was lost in transit between (agency name) and (agency name) and request that a replacement be issued

This affidavit must be notarized and accompanied by the Stop Payment Request form. Both are then submitted to the State Treasurer. The State Treasurer will forward the forms to BFC.

LOST WARRANT REPLACEMENT REQUEST FORM

The instructions for completion of a Lost Warrant Replacement Request form are outlined below. Exhibit 19.20.30 includes reference numbers. Form 19.20.30 is a blank form to be used by agencies. The form should be completed by the payee, authorized payee's representative, or agency representative knowledgeable of the facts.

REFERENCE

EXPLANATION

- |   |  |
|---|--|
| 1 | The warrant number of the warrant to be replaced.  |
| 2 | The date the original warrant was issued.  |
| 3 | The original amount of the warrant to be replaced.   |
| 4 | The SAAS vendor number associated with the vendor being paid.  |
| 5 | Name of the vendor/payee paid by the warrant.  |
| 6 | The printed name of the individual certifying the warrant has been lost or destroyed and requesting a replacement warrant is issued. |
| 7 | The signature of the individual certifying the warrant has been lost or destroyed and requesting a replacement warrant is issued.    |

**STATE OF MISSISSIPPI  
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TOPIC	WARRANTS	SUB-SECTION 19.20.30
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	LOST WARRANT REPLACEMENT	REVISION NUMBER 09-006

REFERENCE

EXPLANATION

- 8 State, county, and town where notary public is located. (Section to be completed by notary public.)
- 9 The name of the agency submitting the lost warrant replacement request.
- 10 The name of the individual authorizing the request and serving as BFC's contact for processing the request. (If name is blank, form will be returned to agency).
- 11 The direct telephone number for the agency contact. (If left blank, form will be returned to agency).
- 12 The e-mail address for the agency contact. (If left blank, form will be returned to agency).

**Department of Finance and Administration  
OFFICE OF FISCAL MANAGEMENT  
Bureau of Financial Control**

**LOST WARRANT REPLACEMENT REQUEST**

The State Treasurer's Office **STOP PAYMENT REQUEST** form and the original **LOST WARRANT REPLACEMENT REQUEST** form must be sent directly to the STATE TREASURER'S OFFICE prior to the replacement of any lost warrant.

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**AFFIDAVIT FOR REPLACEMENT OF LOST WARRANT**

Warrant Number \_\_\_\_\_ (1) \_\_\_\_\_ Original Issue Date \_\_\_\_\_ (2) \_\_\_\_\_  
Warrant Amount \$ \_\_\_\_\_ (3) \_\_\_\_\_ SAAS Vendor Number \_\_\_\_\_ (4) \_\_\_\_\_  
Payee Name \_\_\_\_\_ (5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the Payee, Authorized Payee's Representative or Agency Representative having knowledge of the facts, I certify that the above referenced warrant has been lost or destroyed and request that a replacement warrant be issued.

Printed Name \_\_\_\_\_ (6) \_\_\_\_\_ Signature \_\_\_\_\_ (7) \_\_\_\_\_

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THE STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ (8)

TOWN OF \_\_\_\_\_

Personally came and appeared before me, the undersigned authority in the jurisdiction aforesaid, the within named \_\_\_\_\_ who after first being placed on his/her oath, and having been established as a credible person with knowledge, did state that the matters contained within the above and forgoing Affidavit are based on knowledge and are true and correct as therein stated.

Sworn to and subscribed before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary Public

---

Agency Name \_\_\_\_\_ (9) \_\_\_\_\_

Contact Name \_\_\_\_\_ (10) \_\_\_\_\_ Phone Number \_\_\_\_\_ (11) \_\_\_\_\_

E-mail Address \_\_\_\_\_ (12) \_\_\_\_\_

**Department of Finance and Administration**  
**OFFICE OF FISCAL MANAGEMENT**  
**Bureau of Financial Control**

**LOST WARRANT REPLACEMENT REQUEST**

The State Treasurer's Office **STOP PAYMENT REQUEST** form and the original **LOST WARRANT REPLACEMENT REQUEST** form must be sent directly to the STATE TREASURER'S OFFICE prior to the replacement of any lost warrant.

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**AFFIDAVIT FOR REPLACEMENT OF LOST WARRANT**

Warrant Number \_\_\_\_\_ Original Issue Date \_\_\_\_\_

Warrant Amount \$ \_\_\_\_\_ SAAS Vendor Number \_\_\_\_\_

Payee Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the Payee, Authorized Payee's Representative or Agency Representative having knowledge of the facts, I certify that the above referenced warrant has been lost or destroyed and request that a replacement warrant be issued.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

---

THE STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

TOWN OF \_\_\_\_\_

Personally came and appeared before me, the undersigned authority in the jurisdiction aforesaid, the within named \_\_\_\_\_ who after first being placed on his/her oath, and having been established as a credible person with knowledge, did state that the matters contained within the above and forgoing Affidavit are based on knowledge and are true and correct as therein stated.

Sworn to and subscribed before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary Public

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Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

TOPIC	WARRANTS	SUB-SECTION 19.20.40
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	MUTILATED WARRANTS	REVISION NUMBER 09-006

MUTILATED WARRANTS

PURPOSE

Mutilated warrants are warrants that are not acceptable to be cashed or deposited. Examples include torn, ripped, unreadable, or smudged warrants. Before submitting a Mutilated Warrant Form, the agency should verify that the warrant is outstanding in SAAS.

MUTILATED WARRANTS

When a warrant is mutilated, the agency is responsible for submitting a Mutilated Warrant Form 19.20.40 along with the mutilated warrant to BFC. The warrant is replaced and sent to the agency. No accounting transaction is required.

**Department of Finance and Administration**  
**OFFICE OF FISCAL MANAGEMENT**  
Bureau of Financial Control

**MUTILATED WARRANT**

The following warrant was mutilated and the remains are attached to this request.  
I am requesting that a replacement warrant be issued.

Warrant Number: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	WARRANTS	SUB-SECTION 19.20.50
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	MANUAL WARRANTS	REVISION NUMBER 09-006

MANUAL WARRANTS

PURPOSE

Manual warrants are warrants that are manually created instead of system generated. Manual warrants are issued in the event of an emergency and need to be written immediately. A PV must be created in SAAS before a manual warrant is issued.

MANUAL WARRANTS

In order to be considered for a manual warrant, the agency should contact the OFM Director or BFC Director to discuss their emergency situation. After the discussion, the agency submits a letter requesting a manual warrant along with the related PV. The letter should be addressed to either the OFM Director or BFC Director and must include the Vendor Name and Number as well as the amount. The letter should justify the need for a manual warrant and be signed by the agency's Accounting Director. A sample letter is provided as Exhibit 19.20.50. The request will be reviewed by BFC and a decision will be made on a case-by-case basis. The cut off time for manual warrants is 3:00 p.m. The agency should also allow sufficient time for BFC to pre-audit the claim and still meet the 3:00 deadline. If approved, a manual warrant will be sent to the agency.

## SAMPLE MANUAL WARRANT REQUEST

(Agency Letterhead)

**Current Date**

(Current **OFM Director** or **BFC Director**)  
Department of Finance and Administration  
Woolfolk Building, Suite 701-B  
501 North West Street  
Jackson, MS 39201

Dear (Current **OFM Director** or **BFC Director**):

I am requesting a manual warrant for [**Vendor # and Vendor Name**] in the amount of **\$X,XXX.XX**. A manual warrant is needed because [**Justification**]. Payment voucher (**#**) is attached.

If you have any questions, please contact me at (**XXX**) **XXX-XXXX**.

Sincerely,

**Agency Accounting Director**

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	WARRANTS	SUB-SECTION 19.30.10
SECTION	OUTPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	WARRANT REGISTER	REVISION NUMBER 09-006

WARRANT REGISTER

PURPOSE

A warrant issued to pay for supplies or services rendered is referred to as an accounts payable warrant. Warrants are numbered consecutively with an 11-digit number. When an accounts payable warrant is issued, it is sent to the agency that initiated the request. The warrant should be immediately forwarded to the vendor.

WARRANT REGISTER

Following overnight processing in SAAS, accounts payable warrants issued as a result of BFC approved PVs will appear on a Warrant Register report (A657B). This report is listed in warrant number order. However, the agency has the option of having warrants listed in PV number order. A request to change the order should be submitted to MMRS. The report will be in the same format regardless of the order chosen.

The warrant register is distributed when the agency picks up the warrants from BFC. An explanation of the information contained in this report (Exhibit 19.30.10) is provided below.

REFERENCE

EXPLANATION

- |    |   |
|----|---|
| 1  | PRINT DATE - The date the warrant register was printed.                             |
| 2  | REPORT ID - The number of the report utilized for identification purposes.          |
| 3  | FOR WARRANTS WRITTEN - The date that will appear on the warrants.                   |
| 4  | TRANSACTION CODE - The type of transaction being listed.                            |
| 5  | DEPARTMENT - The agency number and agency name being reported.                      |
| 6  | WARRANT NUMBER - The 11 - digit number assigned by SAAS when the warrant is issued. |
| 7  | VENDOR NAME - The name of the vendor being paid by the PV.                          |
| 8  | VENDOR CODE - The 11 - digit statewide vendor number assigned to the vendor.        |
| 9  | VOUCHER NUMBER - The transaction ID number for the PV.                              |
| 10 | VOUCHER DATE - The date the PV processed in SAAS.                                   |
| 11 | VENDOR INVOICE - The invoice number referenced on the PV.                           |
| 12 | FUND - The fund number being reported.  |
| 13 | PAYMENT AMOUNT - The amount of the invoice paid.                                    |
| 14 | TOTAL FOR CHECK - The amount of the warrant.  |
| 15 | TOTAL FOR AGENCY - The total of all warrants issued for the agency.                 |

05/17/09 (1)  
REPORT ID: A657B (2)

\*\* STATE OF MISSISSIPPI \*\*  
WARRANT REGISTER  
FOR WARRANTS WRITTEN 05 / 18 / 09 (3)

TRANSACTION CODE : AD (4)

DEPARTMENT : XXX (5)

(6) WARRANT NUMBER	(7) VENDOR NAME	(8) VENDOR CODE	(9) VOUCHER NUMBER	(10) VOUCHER DATE	(11) VENDOR INVOICE	(12) FUND	(13) PAYMENT AMOUNT
00006585252	MS INDUSTRIES	VXXXXXXXXXX	XXX0000000057	05 17 09	619256	3XXX	9.90
					923262L	3XXX	7.00
					TOTAL FOR CHECK:	(14)	16.90
00006585253	US POSTMASTER	VXXXXXXXXXX	XXX0000000058	05 17 09	16873	3XXX	64.00
					TOTAL FOR CHECK:	(14)	64.00
00006585254	A TO Z PAPER CO	VXXXXXXXXXX	XXX0000000059	05 17 09	72 - A	3XXX	163.94
					TOTAL FOR CHECK:	(14)	163.94
00006585255	ABC COMPANY	VXXXXXXXXXX	XXX0000000060	05 17 09	1146094	3XXX	284.36
					TOTAL FOR CHECK:	(14)	284.36
					TOTAL FOR AGENCY:	(15)	529.20

TOPIC	WARRANTS	SUB-SECTION 19.30.20
SECTION	OUTPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	FORGED ENDORSEMENT	REVISION NUMBER 09-006

FORGED ENDORSEMENT

PURPOSE

In the event that a vendor suspects that a warrant was not received due to fraud, the agency should verify in SAAS that the warrant is outstanding. If the warrant has cleared, the agency should contact the State Treasurer to obtain a copy of the front and back of the warrant to provide to the vendor.

If the vendor determines that the endorsement is a forgery, the agency should contact the State Treasurer to obtain an affidavit for the vendor. The vendor completes the affidavit and returns it to the agency. The agency forwards the affidavit to the State Treasurer. The State Treasurer will obtain the funds for the vendor from the bank that cashed the warrant.