

Stop Payment of Warrants

Stop Payment was implemented in SFMA on May 26, 2009. Consistent with Treasury's request, stop payment on SFMA is a centralized process initiated by the agencies via a fax sent to SFMS staff. Agencies may find stop payment useful for lost or never received warrants or if a warrant was sent to an incorrect vendor or for an incorrect amount. Here are some of the particulars regarding stop payment of a warrant:

1. The stop payment lasts 24 months from the date of request.
2. There is a Treasury charge of \$7.00 per stop payment request that SFMS pays.
3. SFMS needs to receive the request by noon to ensure same day processing.
4. There is a 14 day waiting period from the date of issue of the warrant for non-emergency stop payments (lost or never received warrants).
5. Emergency stop payments (warrant sent to incorrect vendor or for incorrect amount) are processed by SFMS the same day we receive the request from the agency regardless of the date of issue.
6. There is a \$100 minimum on the warrant for stop payments. The dollar threshold for emergencies is evaluated case by case.
7. After the stop payment is processed, the agency needs to re-voucher the payment if it is still owed.
8. Cancelled warrant requests have not changed. Agencies will continue to send cancellation requests for warrants in hand. When a warrant is not in hand, the agency can request a stop payment instead if it meets the above criteria.
9. Rewrite warrant requests have not changed. Agencies will continue to send lost warrant affidavit requests for any dollar amount once the warrant is 30 days old.
10. The Stop Payment request form is on our website at:
http://oregon.gov/DAS/SCD/SFMS/docs/forms/Warrant_Stop_Payment_Request_Form.doc. Please use this link for the most updated form.
11. Included in this handout are sample transactions on SFMA.

S044 UC: 10 STATE OF OREGON 05/15/09 02:08 PM
LINK TO: SINGLE PAYMENT CANCELLATION ACPT

PAYMENT NO: 120665055 CANCEL REASON CODE: 008 DOCUMENT NO: WS665055 107
VENDOR NO/MC: 1991230217 000
VENDOR NAME: LENNY LESTER
ISSUE DATE: 02/13/09 PAYMENT STATUS: S
COUNT: 00002 PAYMENT AMT: 267.00 DOCUMENT AMT: 267.00

DOC NO	SFX	AGY	TC	INDEX	PCA	APP	FND	AY	COBJ	AOBJ	PDT	W	R	AMT
VP252179	001	107	222		19340	31556	5730	09	4500	5005	MA	1		133.00
VP252180	001	107	222		19340	31556	5730	09	4500	5005	MA	1		134.00

Z06 RECORD SUCCESSFULLY RECALLED

NO MORE PAYMENT CANCELLATIONS

F1-HELP F8-NEXT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

S047 UC: 10 STATE OF OREGON 05/15/09 02:09 PM
LINK TO: PAYMENT CONTROL TABLE STATUS MAINTENANCE ACPT

WARRANT INFORMATION:

WARRANT NUMBER: 120665055 STATUS MAINTENANCE:
CLEARANCE DATE: (MMDDYYYY)

CLEARANCE FISCAL:
CURRENT STATUS: S

STOP DATE:
WARRANT ISSUE DATE: 02132009
WARRANT EXPIRATION DATE: 02132011
VENDOR/MC: 1991230217 000
VENDOR NAME: LENNY LESTER
FISCAL YR: 09

AMOUNT: 267.00
CROSS REFERENCE NUMBER: STATUS: REWRITE/DUPLICATE IND:
BANK MICROFILM NUMBER: BANK TAPE NUMBER:

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

S086 UC: 10
LINK TO:

STATE OF OREGON
DOCUMENT TRANSACTION INQUIRY

05/15/09 02:10 PM
ACPT
PAGE 0001

AGY: 107 DOCUMENT NO/SUFFIX: WS665055 107 REC TYPE: A
EFF DATE RANGE: TO 071909

-----TRANS ID-----	TC	D	DT	PAYMENT #	REF DOC/SFX	TRANSACTION AMOUNT	R
CUR DOC/SFX M INDEX	PCA	AY	COBJ	AOBJ	VENDOR NO/MC	AP FUND	FUND S
107 03/24/09 W 900 00007	385	02/09	120665055				
WS665055 107		19340 09 4500 5005	1991230217 000	3200	5730	133.00	R
107 03/24/09 W 900 00008	385	02/09	120665055				
WS665055 107		19340 09 4500 5005	1991230217 000	3200	5730	134.00	R

F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT

S084 UC: 10
LINK TO:

STATE OF OREGON
ACCOUNTING EVENT RECORD INQUIRY

05/15/09 02:11 PM
ACPT

BATCH: AGENCY 107 DATE 032409 TYPE W NO 900 SEQ NO 00007 REC TYPE: A STATUS: A

GL: DR1 3500 CR1 0070 DR2 1111 CR2 1011 DR3 CR3 DR4 CR4
DOC AGY: 107 DOC DATE: EFF DATE: 032409 DUE DATE: 021309
SERV DATE: CUR DOC/SFX/CLASS: WS665055 107 MOD:
REF DOC/SFX/CLASS: AGENCY: 107
TRANS CODE: 385 INDEX: PCA: 19340 AY: 09 COMP/AGY OBJ: 4500 5005
AMOUNT: 133.00 RVS: R DISCOUNT: .00 FO: PDT: MA
CI: PROP #: 1099: 7 INV-NO: DT:

VEND/MC: 1991230217 000 DESC:
NAME: LENNY LESTER CONT NO:
CITY: UPLAND ST: CA ZIP: 91786 RTI: D
PMT-NO: 120665055 DT: AP NO: 31556 FUND: 5730 AGY GL:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 12000 CASH FUND: 12000
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 03242009 TIME: 1846 ORIG SEQ NO: APPROVAL DT: 032409
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ

S084 UC: 10 STATE OF OREGON 05/15/09 02:11 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY ACPT

BATCH: AGENCY 107 DATE 032409 TYPE W NO 900 SEQ NO 00008 REC TYPE: A STATUS: A

GL: DR1 3500 CR1 0070 DR2 1111 CR2 1011 DR3 CR3 DR4 CR4
DOC AGY: 107 DOC DATE: EFF DATE: 032409 DUE DATE: 021309
SERV DATE: CUR DOC/SFX/CLASS: WS665055 107 MOD:
REF DOC/SFX/CLASS: AGENCY: 107
TRANS CODE: 385 INDEX: PCA: 19340 AY: 09 COMP/AGY OBJ: 4500 5005
AMOUNT: 134.00 RVS: R DISCOUNT: .00 FO: PDT: MA
CI: PROP #: 1099: 7 INV-NO: DT:

VEND/MC: 1991230217 000 DESC:
NAME: LENNY LESTER CONT NO:
CITY: UPLAND ST: CA ZIP: 91786 RTI: D
PMT-NO: 120665055 DT: AP NO: 31556 FUND: 5730 AGY GL:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 12000 CASH FUND: 12000
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 03242009 TIME: 1846 ORIG SEQ NO: APPROVAL DT: 032409
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ