



EXPIRED WARRANTS DUE DILIGENCE

Important Dates

Distribution of DAFRXRR1 Report to Agencies – April 3, 2020
– Distribution to Agencies (Done)

Expire Warrant Job Run– July 20, 2020

Agency Responsibility

If Monies are still owed:

- >\$100 - Agency will make an effort to contact the payee.
- Confirm they wish to receive the payment.
- Confirm payees address.
- Complete Stop Payment Request.
- Reissue Warrant.

Agency Responsibility

If monies still owed:

- <\$100 - Agency does not need to contact the payee.
- These should be allowed to be reported to State Lands as unclaimed property.

Payment Due to Vendor

Prior to July 20, 2020

- Complete a Stop Payment Request Form.
- Reissue Warrant.
- Agency can choose to allow the warrant to expire and be reported to DSL.

Payment No Longer Due to Vendor

Send completed AD40 to SFMS prior to July 20, 2020.

After July 20, 2020

- Warrants on the 44 Screen will have Status “E” for expired.
- Please do not reissue payments.
- Please do not send AD40 form.
- Please do not send Stop Payment form.

After July 20, 2020

If you have questions or concerns about expired warrants please contact me.

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