



STATEWIDE FINANCIAL MANAGEMENT SERVICES

Warrant Cancels

Overview

This brief presentation reviews SFMS's process to cancel warrants in SFMA and Agency Best Practices for submitting warrant cancellation requests. As a reminder, a warrant can be cancelled in SFMA if the physical warrant is received by SFMS. Warrants that are outstanding that need to be cancelled in SFMA must have a Stop Payment placed. For more information regarding the difference between stop payments and warrant cancels, please review the following matrix:

https://www.oregon.gov/das/Financial/AcctgSys/Documents/Cancel_Stop_Decision_Tree.pdf



▶ SFMS Process

Processing Warrant Cancels

Agencies *mail* warrant cancellation requests to SFMS.

SFMS processes these requests once per week.

The warrant and the request are reviewed to ensure the correct warrant is cancelled in SFMA.

Additional documentation is removed and discarded.

The warrant and request form are stored and retained for 6 years.

Any warrants that are received that have active Stop Payments placed will be held to ensure the stop payment is not renewed once expired.

SFMS reviews the DAFR3221 the following day to ensure all Warrant Cancellation Requests received were processed.

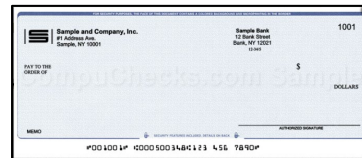
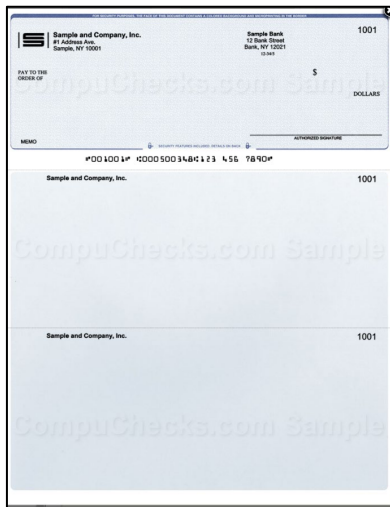


Agency Best ▶ Practices

No additional
documentation
is necessary

Please mail ONLY the warrant and the Warrant Cancellation Request Form. Please do not include any additional documentation with this request (approvals, emails, memos, etc.). SFMS does not retain this information. With each request that includes additional documentation, SFMS must disassemble the information and discard the unnecessary documentation. Once this additional information is removed, the warrant and the Warrant Cancellation Request Form must be re-stapled before processing.

Please remove the remittance that is printed with the warrant. SFMS must separate and discard the remittance from the warrant before processing. Once the remittance is removed, the warrant and the Warrant Cancellation Request Form must be re-stapled before processing.



Remove the remittance

Cut the form

There are 3 Warrant Cancellation Request Forms per sheet. Please cut one Warrant Cancellation Request Form per warrant. Please do not send a Warrant Cancellation Request Form on a full sheet of paper. These warrants are stored in a banker box that does not support a full sheet of paper. When SFMS receives a Warrant Cancellation Request Form on a full sheet of paper, the request must be cut. Once the individual request is cut, the warrant and the Warrant Cancellation Request Form must be re-stapled before processing.

Staple the warrant to the Request

Please staple the warrant to the Warrant Cancellation Request Form. With multiple requests being received each week, it is easy for these documents to get separated and/or mismatched, if not stapled. Please do not paper clip, fold, or stack these documents without a staple securing the form to the warrant.

No emails

Please do not submit a warrant cancellation form via email. SFMS does not currently support digital warrant cancellations for security purposes. It is not necessary to email a copy of the warrant cancellation request to your SFMS Agency Support Analyst.

Mark the Warrant Void

- ▶ Please remember to write “Void” or “Cancel” on the warrant before sending it to SFMS. This will ensure that the warrant is non-negotiable.

Void

Reminder

Please remember that these are recommended best practices and not requirements. SFMS will *not* send back Warrant Cancellation Requests that do not follow these recommendations.

Support

Please contact your SFMS Agency Support Analyst with any questions regarding warrant cancellations.

