

Warrant Cancellation Request Form

Use this form to authorize the Department of Administrative Services (DAS) to cancel a warrant. DAS will retain a copy of the warrant cancellation in accordance with OAR 166-300-0010, General Records Retention Schedule. The agency is responsible for retaining the physical copy of the warrant until they have confirmed its cancellation in R*STARS. The warrant status can be verified by looking up the payment number on the 44 or 47 screen. Once the cancellation has been processed, the agency may destroy the physical warrant and follow its standard procedures for retaining any supporting documentation.

- Complete the form below and submit a copy of the warrant for each request.
- Write "VOID" on the warrant before scanning and attaching it.
- Choose the appropriate box to indicate the reason for cancellation.
- Incomplete forms, unsigned forms, or forms missing a copy of the warrant will be rejected.
- Only Adobe-certified signatures are accepted.
- Do not use this form to submit a Stop Pay Request or an AD40 request. For guidance on which form to use, please refer to our Warrant Cancellation or Stop Payment Decision Tree.
- Do not attach additional support documentation.
- **Print completed form to PDF and upload a copy to Warrant Cancellation Inbox.**

Note: It is important to download and save the form to your computer, then open it in Adobe Reader to complete and print. We don't recommend using your web browser to complete the form, as problems may occur.

--	--	--

Agency # Warrant # Doc # (Doc No on the 44 Screen)

001-Incorrect Vendor ID

003-Unable to Deliver

005-Damaged Warrant

002-Incorrect Amount

004-Duplicate Payment

006-Other

By signing below, you acknowledge receipt of the physical warrant and accept that the agency assumes all responsibility should the warrant later be redeemed.

Attach warrant image, sign on page 2.

Warrant Cancellation Request Form

Signature _____

Date _____