WARRANTS: CANCEL & STOP PAYMENT

	CANCEL	STOP PAYMENT
What:	Select a Warrant Cancel when: Warrant is in hand Warrant over 2 years old and is not in hand: --must use Affidavit for Two Year Old Warrant Cancel AD40 and the payment should not go to Unclaimed Property, State Lands Any dollar amount	Select a Stop Payment when: The warrant is not in hand The warrant is lost or never received The warrant was sent to an incorrect vendor The warrant is for an incorrect amount The warrant was for at least $15 The warrant was issued less than 2 years ago The warrant was issued more than 2 years ago but the money is still due the payee (but not if warrant is expired)
When:	Warrant is in hand: --No waiting period Warrant is not in hand: --the warrant issue date is more than two years ago	If SFMS receives the request by noon, the stop pay will be processed that day If SFMS receives the request after noon, the stop pay will be processed the following day
Form:	Warrant Cancellation slip Affidavit for Two Year Old Warrant Cancel	Warrant Stop Payment Request
Agency Action:	Warrant is in hand: --Write CANCEL across the face of the warrant --Complete the Warrant Cancellation form --Forward the form and warrant to SFMS Warrant is not in hand: --Complete the Affidavit for Two Year Old Warrant Cancel --Forward the form to SFMS	Complete the Warrant Stop Payment Request form Send completed form to SFMS Agency needs to re-voucher the payment if it is still owed after the stop payment is processed
SFMS Action:	Enter warrant cancel into RSTARS at least once a week Document will be WCxxxxx; status will be C Payment will be reversed Cash will be restored to fund	Enter warrant stop pay into RSTARS; notify Treasury Document will be WSxxxxxx; status will be S Payment will be reversed Cash will be restored to fund Stop Pay lasts for 24 months from the date of request SFMS pays the $7 fee