



How to Search and Understand the Warrants Report

File formats available:

- 1) Searchable PDF
- 2) Excel (.xls)

The reports are sorted by Vendor #, Mail Code and provide the following information:

- 1) Political Subdivision name (The city or county, section or department the warrant was issued to)
- 2) Warrant number (The check number)
- 3) Agency number (A number assigned to the issuing agency)
- 4) Issue date (YYYYMMDD)
- 5) Amount
- 6) Vendor number (This is usually the political subdivision's Federal Tax ID number, with a prefix of '1')
- 7) Mail code (A mail code assigned to the payment delivery method or delivery location of the political subdivision)
- 8) Document number (A unique number assigned to the record that generated the warrant)
- 9) DOC SFX (Every document number has a suffix. Document numbers with multiple line items will have multiple suffixes)

Helpful resources:

- 1) The 'SFMS Distribution Document Numbers' list will help explain what type of warrant was issued based on the prefix of the document number.
- 2) There are two lists of State Agencies and their agency numbers that will help you determine which agency issued the warrant:
 - a. Listed Alphabetically
 - b. Listed Numerically
- 3) There is a State Agency contact list if you wish to contact an issuing Agency.

For question, please contact:

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