

TOPIC	WARRANTS	SUB-SECTION 10.20.20
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	STOP PAYMENTS	REVISED - 2018

STOP PAYMENTS

Stop Payments are required in order to replace a warrant or to void a warrant. A Stop Payment Request Form should be submitted to the State Treasurer. Before submitting a Stop Payment Request Form, the agency should verify the warrant is outstanding in MAGIC. If an agency does not have the original warrant, a letter requesting the warrant be voided should be forwarded to the State Treasurer along with the Stop Payment Request Form.

The State Treasurer will issue the stop payment and forward all documentation at the end of the workday to BFC. BFC will not begin the reissue process until all information is received from the State Treasurer and the requesting agency. Any deviation of this process must be approved by the BFC Director.

STOP PAYMENT REQUEST FORM

For prompt processing of Stop Payment Request, the submitting agency should insure that the form is complete and accurate. Name and address of the agency as well as the name, phone number, and email address of the person submitting the request should be included in the event that BFC has questions about the request.

The original warrant number, the **original** issue date, and amount of the warrant should be included. All fund numbers affected by the original warrant should be noted on the form. Indicate a **V** for Void – No warrant reissued or **R** for Void and Reissue on the form.

A brief explanation or reason for the stop payment and a date and signature of the individual authorizing the request should be included.