

TOPIC	WARRANTS	SUB-SECTION 10.20.30
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	LOST WARRANT REPLACEMENT	REVISED - 2018

LOST WARRANT REPLACEMENT

A replacement for a lost warrant may be obtained by submitting an original Lost Warrant Replacement Request Form 10.40.20 to BFC and a copy of the Stop Payment Request Form 10.40.10 should be sent to the State Treasurer. The State Treasurer will forward the documentation to BFC.

ORIGINAL WARRANT LOCATED AFTER ISSUANCE OF REPLACEMENT

If an original warrant is located after a replacement warrant has been issued, the original warrant is no longer valid. The State Treasurer will not honor the original warrant. The original warrant should be returned to BFC with the signature cut off and a note attached stating that a "replacement warrant has been issued."

WARRANT LOST BETWEEN AGENCIES

If a warrant is lost between agencies, an affidavit on the agency letterhead and signed by the Director of the issuing agency should be submitted to BFC. The affidavit should read as follows:

We certify that warrant # _____ issued on _____, 2____, for
\$ _____ to _____ was lost in transit between (agency name)
and (agency name) and request that a replacement be issued

This affidavit must be notarized and accompanied by the Stop Payment Request form (Form 10.40.10). Both should be submitted to the State Treasurer who will forward the forms to BFC.

LOST WARRANT REPLACEMENT REQUEST FORM

For prompt processing of the Lost Warrant Replacement Request, insure that the submitted 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 is important in the event BFC has questions about the request.

The MAGIC Vendor Number and Name must be included as well as the number, date and amount of the **original** warrant.