

TOPIC	WARRANTS	SUB-SECTION 10.20.50
SECTION	INPUT	ISSUANCE DATE January 30, 2009
SUB-SECTION	MANUAL WARRANTS	REVISED - 2018

MANUAL WARRANTS

Manual warrants are manually created instead of system generated. Manual warrants are issued in the event of an emergency and need to be written immediately. A MAGIC invoice document must be created before a manual warrant is issued.

In order to be considered for a manual warrant, the agency should contact the OFM Director or BFC Director to discuss the emergency situation. After the discussion, the agency should submit a letter requesting a manual warrant along with the related invoice document. The letter should be addressed to either the OFM Director or BFC Director and must include the Vendor Name and Number as well as the amount. The letter should justify the need for a manual warrant and be signed by the agency's Accounting Director. A sample request is provided as Exhibit 10.40.40. The request will be reviewed by BFC and a decision will be made on a case-by-case basis. The cut off time for manual warrants is 2:00 p.m. The agency should also allow sufficient time for BFC to pre-audit the claim and still meet the 2:00 deadline. If approved, a manual warrant will be sent to the agency.