

MANUAL WARRANT REQUEST

(Agency Letterhead)

Current Date

(Current **OFM Director** or **BFC Director**)
Department of Finance and Administration
Woolfolk Building, Suite 701-B
501 North West Street
Jackson, MS 39201

Dear (Current **OFM Director** or **BFC Director**):

I am requesting a manual warrant for [**Vendor # and Vendor Name**] in the amount of **\$X,XXX.XX**. A manual warrant is needed because [**Justification**]. Payment voucher (**#**) is attached.

If you have any questions, please contact me at (**XXX**) **XXX-XXXX**.

Sincerely,

Agency Accounting Director