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State Treasurer

State of Washington
Office of the Treasurer

TO: Agency Fiscal Offices
FROM: Office of the State Treasurer
SUBJECT: Warrant Cancellations

The Office of the State Treasurer (OST) receives calls from various agencies regarding how the warrant cancellation process operates. This memo will hopefully clear up a few questions.

Once an agency determines a warrant needs to be cancelled, a Journal Voucher (JV) needs to be created. The JV is entered into the Agency Reporting System (AFRS) by the agency. AFRS creates a file containing all the cancellation data entered by agencies for that particular day. OST receives the file; the data is transferred to the cancellation hold file while waiting for JV's to be sent to OST. OST enters **only** the warrant numbers into their Treasury Management System (TM\$); at this time warrant numbers matches the file sent from AFRS.

The Treasurer's Office hold file is **automatically deleted** once a month. Unprocessed JV's entered the previous month are still in AFRS. The agency reverses the JV and re-enters if the warrant still needs to be cancelled.

Taking the following steps will help cancellations get processed quickly and efficiently.

1. Warrant Cancellations must be entered into AFRS by the agency before sending the JV's to OST. JV's should be sent to OST within the 30 days of being entered in AFRS.
2. The original warrants or **copies** of the affidavit of lost or destroyed must be attached to the JV. The payee must have completed an "Affidavit of Lost or Destroyed Warrant" for warrants lost in the mail and must be notarized per RCW 42.08.066. The affidavit form can be located at:
http://www.ofm.wa.gov/policy/85.38.20_AffidavitForm.pdf
3. The warrant numbers need to be listed on the JV or listed on a separate page attached to the JV.
4. A contact name and phone number needs to be on the JV.
5. OST cannot enter the cancellation without the warrant numbers. Enter the individual warrant numbers in the reference document field in AFRS. Note: there is no edit check in AFRS; it will accept your entry without the warrant numbers. OST will return cancellation JV's entered without the warrant numbers.
6. If an entry needs to be reversed, it is necessary to reverse all the data using the **current** document number, re-enter the data in AFRS in one, complete, correct entry using a **new document number**. This helps prevent further problems as a simple correction in AFRS will not work in TM\$.
7. The current document number must be eight characters or less (prefixes and suffixes do not work) and written clearly on the JV exactly as it was entered in AFRS.
8. Send all cancellation correspondence to mailstop 40207.
9. JV's for SOL entries, corrections or reversals are for the agency side only; please do not to send these JV's to OST.

If you have any questions, please call Donelle Lotton at 360-902-8986 or email Donelle.Lotton@tre.wa.gov