



REQUEST TO REISSUE PAYROLL WARRANT VIA A/P

Use this form to request that a payroll warrant be reissued with a district AP check. The net amount must be the same as the original warrant. Common reasons for making this request is for lost or stolen payroll warrants, bank issues with APD's, etc.

Part 1 – District Payroll	Date:		District:	
	Requested by:			
	Contact email:			
	Is the Warrant -			
	PR Warrant – Original Attached			
	PR Warrant – Affidavit & Warrant Detail attached		Stop Payment	
	PR APD – warrant detail attached		APD Retrieval (attach form)	
	Payee's Name:		Warrant #:	
	Employee ID:	Issued Date:	Amount: \$	
	Reason:	Lost	Stolen	Misplaced
	Bank Error	Account Closed		
		Pay Period End Date:		
Authorized by:		Date:		

Part 2 – YCOE Only	AP Reissue Data:			
	APD Retrieval			
	Stop payment placed		Stop payment Date:	
	Outlaw Entered		Outlaw Date:	
	AP Check Number:	Issue Date:	Amount:	
	Transaction #:	PHA entered in QSS with reissued Check #		
	Processed by:		Date:	