

## **REQUEST FOR VOLUNTARY DEDUCTION CANCEL/REISSUE WARRANT**

### Purpose

To cancel and issue replacement voluntary deduction warrants when necessary.

### When

Cancelled voluntary deduction warrants will be processed and replaced with new warrant(s) when they are issued in error, lost, or stolen.

### Procedure

#### CANCELLED WARRANTS

The ***Request for Vol-Ded Cancel/Reissue Warrant*** (PR006) form should be completed by the district's payroll technician (or other designated person). For warrants that haven't been lost, return the entire warrant to External Business Services (EBS). Please write "Cancel" on the face of the warrant that you are submitting for cancellation.

Please forward the completed form, which includes the district's authorized signature, and the warrant to be cancelled to EBS.

#### AFFIDAVIT OF LOST OR DESTROYED WARRANT

Complete the ***Affidavit of Lost or Destroyed Warrant*** (PR007) form (see separate procedure) when a warrant has been determined to be lost or destroyed and a cancellation is requested. The signature line at the bottom of the form is to be signed by the payee. The form must be complete in order for the document to be accepted by EBS.

When the completed affidavit is received from the payee, forward it with a completed ***Request for Vol-Ded Cancel/Reissue Warrant*** (PR006) form to EBS. If the district wants a stop payment placed on the warrant, check the box to authorize. When the stop payment has been placed, EBS will inform the district so the district accounts payable technician can issue a duplicate warrant.

REISSUED WARRANTS

Replacement warrants are usually issued through the accounts payable batch process.

Complete the *Request for Vol-Ded Cancel/Reissue Warrant* (PR006) form. EBS will assign the vendor number and indicate the warrant number and warrant date upon completion of the hand warrant.

Have the authorized district personnel sign the form and forward it to EBS. The turn around time for reissued voluntary deduction warrants is normally three days from receipt of request by EBS.

Date Revised: June 2017/sp  
Procedure Binder Section: Payroll  
ATT: PR006, PR007