

SAM—DISBURSEMENTS

DELIVERY OF WARRANTS

8422.6

(Revised 9/96)

Warrants will be mailed directly to payees by the Office of the State Controller in envelopes bearing the return address of that office, except those for payrolls, those to be deposited in the claiming agency's centralized State Treasury System account, and those for travel expenses when the agency has not requested central mailing. See SAM Section 8580 for distribution of payroll warrants. A warrant for travel expenses will not be routed through the person who prepares or approves the related travel expense claim. Warrants inadvertently received by an agency will be returned immediately to the Office of the State Controller, Division of Disbursements and Support. Agencies will instruct payees to return incorrect warrants to the Office of the State Controller if questioned as to proper disposition.

If warrants are returned to the Office of the State Controller, because of incorrect or insufficient address, that office will determine the correct address. If a warrant is returned to an agency by the payee because it is a duplicate payment or otherwise incorrect, it will be forwarded immediately to the Office of the State Controller, Division of Disbursement and Support, with a memo requesting the desired disposition. A copy of the memo will be retained in a suspense file pending acknowledgment by the Office of the State Controller, at which time agency records will be adjusted accordingly. The Office of the State Controller will notify agencies of warrants written by Notice of Claim Paid, Form CD-102. The Form CD-102 will be checked against the totals of the claims as adjusted for claim corrections. Agencies will notify the Office of the State Controller immediately of any discrepancy. An adding machine tape of the Forms CD-102 received during the month will serve as the media for posting to the general ledger. Warrant numbers will normally be entered on the agency's copy of Schedule of Bills Filed, Std. Form 210. The beginning and ending warrant numbers will suffice if the warrant numbers were written in the same order as the Std. Form 210 and are in one consecutive series. It is also permissible for agencies to enter the warrant dates instead of the warrant numbers on the Std. Form 210 if they consider it more practical or more convenient to do so. (See SAM Section 8034.2 for endorsement of erroneous warrants and SAM Section 18424.1 for disposition of undelivered warrants.)

Agencies will prepare a Remittance Advice, Std. Form 404, or other approved remittance advice form, in duplicate, for each payee listed on a Claim Schedule, Std. Form 218, for which a warrant will be drawn. The originals of remittance advices will be submitted along with the claim schedule to the Office of the State Controller and will be submitted with "NO WARRANT" claim schedules.

Emergency payments, extenuating circumstances, and unusual type transactions may require that warrants be delivered to payees by the agency rather than be mailed to payees by the State Controller's Office. Delivery of such warrants to the agency may be requested under a "Special Handling" procedure. Special handling requests will be kept to a minimum and will be approved only when absolutely necessary or when a practical central mailing procedure cannot be devised.

Requests for special handling will be made on a Request to Deliver Warrant to Agency form, STD. 8, (Rev. 2/86), in duplicate. A special handling request form will be 5 1/2 x 8 1/2 inches and green. This form will show: (1) name of the agency requesting the warrant, (2) payee, (3) amount of the warrant, (4) agency representative, (5) reason why the warrant should be delivered to the agency, and (6) claim schedule number. A Request to Deliver Warrant to Agency will be approved by the Office of the State Controller only when signed by a person authorized to sign claim schedules.

The original of the Request to Deliver Warrant to Agency will be stapled face up to the top side of the Remittance Advice Envelope form, STD. 403. The duplicate copy of the form will be retained by the requesting agency in a suspense file pending receipt of the warrant from the State Controller's Office. When a Request to Deliver Warrant to Agency form is used the Remittance Advice will not accompany the claim schedule.

Requests for special handling of warrants and for correction or deletion of invoices after a claim schedule has been submitted to the State Controller's Office may be made by telephone or other method. Telephone "stop requests" will be made to the State Controller's Office, Division of Audits, Claim Record Unit. Stop requests will be approved only for valid reasons and will be kept to a minimum.

Whenever possible, the agency will request correction or deletion of an invoice or claim rather than requesting delivery of the warrant to the agency. Stop requests will not be approved if it is possible to meet the agency's need by returning the invoice to the agency or by correction of the invoice or claim by the State Controller's Office.