LOST OR DESTROYED PAYROLL WARRANTS **8426.2**
(New 9/00)

Departments may issue office revolving fund checks to replace lost or destroyed payroll warrants but only after completion of the forms as required below.

If a payroll warrant is lost or destroyed:

a. Before delivery to the employee, the department must complete a Proof of Lost or Destroyed Payroll Warrant and Request for Issuance of Duplicate Warrant form, CD 113 A or B. Detailed instructions are in the Payroll Procedures Manual, Chapter I, Section 320. The duplicate warrant will be mailed to the department.

b. After delivery to the employee, the employee must complete the certification on a Request for Duplicate Controller's Warrant/Stop Payment form, STD. 435. The department will complete STD. 435 with the departmental address in the upper left-hand box. This will ensure the duplicate warrant is sent to the department.

The duplicate warrant will be deposited to reimburse the office revolving fund.

If an employee overpayment occurs, departments must follow collection procedures as outlined in SAM Section 8776.7.