

# American Express Account# on SCO Warrant

*Instructions on how to show your American Express (AMEX) account number on the State Controller's Office issued warrant*

## Step 1 – Setting Up the American Express Vendor

*Message from the DGS Statewide Travel Program:*

*When originally presented, Step 1 provided instructions on how to include the American Express (AMEX) account number on the Remittance Advice (RA) which would appear in the envelope window used by the State Controller's Office (SCO). The purpose of having the account number appear in the envelope is to assist in directing the RA and warrant to the proper AMEX accounting office for prompt payment.*

*However, since the Travel Coordinator's Quarterly meeting, the Statewide Travel Program (STP) has received questions regarding the risk of showing the AMEX account number in the envelope window.*

*Prior to implementing this practice, the Water Resources Control Board (WRCB) completed a risk assessment and determined it to be low risk since it does not include the account's name, address, expiration date, and security code.*

*It is STP's recommendation that each department determine whether to pursue this practice. If your department decides to proceed with using this practice, please contact Jamie St. Cloud, WRCB, at [jamie.st.cloud@waterboards.ca.gov](mailto:jamie.st.cloud@waterboards.ca.gov) for instructions.*

## Step 2 – Preparing the Face Sheet (std.218cont) with AMEX Account

- There are two ways to show the AMEX account number on the face sheet
  1. Re-create the face sheet using the PDF version available on DGS <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std218Cont.pdf> (for CalSTARS users)

When typing the "Claimant" include the account number with the name

LINE NO.	P.O. NO. or "C"	CLAIMANT	AMOUNT
1		AMERICAN EXPRESS TRAVEL ACCT#3782-	61,092.13

2. Write the Accounting Number next to the claimant name on the printed face sheet

LINE NO.	P.O. NO. or "C"	CLAIMANT	AMOUNT
1		AMERICAN EXPRESS TRAVEL Acct # 3782-	62696.87

## Step 3 – Verify AMEX Account# appears on SCO Warrant

- First verify that your payment has posted to your AMEX account by using American Express @ Work.

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- Then you can either submit
  1. A memo to SCO's Post Issuance Unit signed by an Accounting Manager requesting a copy of the warrant:

State Controller's Office  
Administration & Disbursement Division  
Post Issuance Unit  
P.O. Box 942850  
Sacramento, CA 94250-5871

Make sure to include: Payee Name, Warrant #, Issue Dates, and Amount for each warrant requested.
  2. If only submitting for one warrant copy, then submit a "Request of Duplicate Controller's Warrant" (std.435)  
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std435.pdf>
- Below is the illustration of how the account number appears on warrant issued by SCO when the instructions are followed.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK.- VIEW AT AN ANGLE

**STATE OF CALIFORNIA** WARRANT NUMBER **04-920096**

THE TREASURER OF THE STATE WILL PAY OUT OF THE FUND NO. FUND NAME  
**0439 UNDERGRD STOR TANK CLEA**

IDENTIFICATION NO. **3940** MO. DAY YR. **05 28 2014** 90-1342/1211  
**04920096**

TO: **920096**  
--- **AMERICAN EXPRESS TRAVEL**  
**ACCT 3782-** [REDACTED]

DOLLARS	CENTS
<b>\$**61092</b>	<b>13</b>

*John Chiang*  
**JOHN CHIANG**  
CALIFORNIA STATE CONTROLLER

FORM 04-08 (2-97) CONTROLLERS WARRANT

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