

## SAM - DISBURSEMENTS

### DELIVERY OF WARRANTS

8422.6

(Revised 9/2014)

Warrants will be mailed directly to payees by the State Controller's Office ([SCO](#)) in envelopes bearing the return address of that office, except those for payrolls, those to be deposited in the claiming department's centralized State Treasury System account, and those for travel expenses when the department 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 a department will be returned immediately to the SCO, Administration & Disbursements Division. Departments will instruct payees to return warrants to SCO if the warrant issued is incorrect.

If a warrant is returned to SCO because of incorrect or insufficient address, SCO will contact the department to determine the correct address. If a warrant is returned to a department by a payee due to an incorrect or duplicate payment, it will be forwarded immediately to the SCO, Administration & Disbursements Division, with a memo requesting the appropriate changes. A copy of the memo will be retained by the department in a suspense file pending notification from the SCO of any adjustments to the department's records.

SCO notifies departments of warrants written through the Notice of Claim Paid, CD-102 (CD-102) form. The CD-102 will be checked against the invoice totals on the claim schedule. Departments will adjust for any claim corrections and will contact SCO immediately for any discrepancies. At the end of each month, SCO electronically transfers the CD-102 to create transactions to record payments against the outstanding claims filed by the department.

Departments will prepare a Remittance Advice, [STD. 404C](#), or other approved remittance advice form, in duplicate, for each payee listed on a Claim Schedule, [STD. Form 218 \(Continuous\)](#), for which a warrant will be drawn. The original remittance advice will be submitted along with the claim schedule to SCO and will also be submitted with "NO WARRANT" claim schedules.

Emergency payments, extenuating circumstances, and unusual type transactions may require that warrants be hand delivered to payees by the department rather than be mailed to payees by SCO. Delivery of such warrants to the department 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 in expedite situations where central mailing is not practical.

(Continued)

## SAM - DISBURSEMENTS

(Continued)

### **DELIVERY OF WARRANTS**

**8422.6** (Cont. 1)

(Revised 9/2014)

Special handling requests will be made on the Special Handling Request, [STD. 8](#), (Rev. 3/07) form, in duplicate. The special handling request form is 5 1/2 x 8 1/2 inches and green. This form will show: (1) name of the requesting department representative, (2) requesting department name, (3) claim schedule number, (4) payee, (5) amount of the warrant, and (6) brief explanation to justify special handling. The requesting department's courier will sign the special handling request form and verify that the correct warrants were delivered. The special handling request form will be approved by the [SCO](#) only when signed by the person authorized to sign claim schedules. The original will be stapled face up on the top side of the Remittance Advice Envelope, STD. 403. The duplicate copy of the form will be retained by the requesting department in a suspense file pending receipt of the warrant from the SCO. When a special handling request is used the remittance advice will not accompany the claim schedule.

Once a claim schedule has been submitted, requests for special handling of warrants, corrections, or deletions of invoices may be made by telephone or other method. Departments should request correction or deletion of the invoice or claim rather than requesting delivery of the warrant to the department. Telephone "stop requests" will be made to the SCO, [Audits Division, Claim Audits](#). Stop requests will be approved only for valid reasons and will be kept to a minimum. Stop requests will not be approved if it is possible to meet the department's need by returning the invoice to the department or by having SCO correct the invoice or claim.