

SAM - DISBURSEMENTS

STOP PAYMENT OF ERRONEOUSLY ISSUED WARRANTS

8426

(Revised 9/2000)

Government Code Section [17051.5](#) assigns the responsibility to stop payment on State warrants to the agency that initiated the warrant.

To initiate a stop payment on warrants erroneously issued to the wrong payee or in the wrong amount and warrants which the authorizing agency deems necessary to withhold payment, agencies must submit a memorandum requesting stop payment to the SCO, Division of Administration and Disbursements, P.O. Box 942850, Sacramento, CA 94250-5871. The memorandum must include the following:

- a. Agency name
- b. Contact person and phone number
- c. Agency address
- d. Warrant number
- e. Issue date
- f. Dollar amount
- g. Payee name
- h. Four digit fund number
- i. Reason for stop payment

The [SCO](#) will accept a fax memorandum; however, the original must be sent immediately to SCO. The supervisor of the SCO Post Issuance Unit will accept a verbal stop payment request in urgent situations.

Upon receipt of the memorandum, SCO will verify the status of the original warrant.

- a. If the warrant has been cashed, SCO will send a photocopy (front and back) with the memorandum to the authorizing agency.
- b. If the warrant is still outstanding, SCO will place a stop payment on the original warrant. The authorizing agency will receive a journal entry to show the redeposit of funds.