

## 1210.19 Stop Payment

Issued January 1, 1994

SUBJECT: Stop Payment.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To explain how to place a stop payment on other than imprest cash warrants.

CONTACT AGENCY: Department of Treasury - Bureau of Management Services, Financial Operations Division.

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SUMMARY: A stop payment request is initiated when Treasury is notified by a state department, agency, individual, etc., of the need to place a stop payment on State Treasurer warrant(s) other than imprest cash warrant(s).

A stop payment form is submitted to Treasury. Treasury may provide the payee an affidavit and process a replacement imprest check; or upon agency request, deposit or receipt voucher funds to the agency's account.

If the warrant was cashed, Treasury forwards a copy of the paid State Treasurer warrant to agency for validation of the endorsement.

APPLICABLE FORMS: DA-081, Daily Stop Payment Log, Department of Social Services (DSS) Assistance Payments.  
M-1004, Request for Stop Payment.  
M-1007, Payee Affidavit.  
M-1016, Daily Stop Payment Log for Treasury, Income Tax Division.

### PROCEDURES:

#### Agency:

- Determines need for placing stop payment on warrant.
  - Appropriate reasons for stop payment:
    - -- Lost warrant.
    - -- Stolen warrant.
    - -- Warrant not received.
    - -- Warrant destroyed.
    - -- Payee deceased.
    - Performs on-line terminal inquiry to determine if warrant is outstanding.
  - See General Accounting/Financial Management Information System (GA/FMIS) On-Line System Users' manual 5.3.
- If warrant was cashed, obtains copy of paid warrant from Treasury.
  - Determines if endorsement on warrant is valid.
- If warrant is outstanding, forwards appropriate form to Treasury, Bureau of Management Services, Financial Operations Division:
  - Treasury, Income Tax Division, use Form M-1016, Daily Stop Payment Log.
  - DSS, use Form DA-081, Daily Stop Payment Log, Department of Social Services Assistance Payments.
  - All others, use Form M-1004, Request for Stop Payment.

Treasury, Bureau of Management Services, Financial Operations Division:

- Receives stop payment request.
  - Ensures reason for stop payment is appropriate; returns any rejected request to agency with explanation for denial.
- If request is accepted, places stop payment on warrant.
- Forwards Form M-1007, Payee Affidavit, to payee for completion and return to Treasury; or upon agency request, deposits or receipts vouchers funds to the agency's account.
  - If applicable, receives completed M-1007 from payee and processes replacement imprest cash check; mails to payee (except DSS assistance payment, DSS processes replacement warrants for those listed on Form DA-081).

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Procedure 1210.19