

1210.26 Request to Pull and Void Vendor Warrants

Issued: January 1, 1994
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PURPOSE

To provide guidelines for processing voided vendor warrants.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Treasury
Financial Services Bureau
Receipts Processing Division (RPD)

Telephone: 517-636-5400

Fax: 517-636-5404

SUMMARY

The Department of Treasury may void a warrant upon request of an agency if request is received before the warrant has been mailed.

APPLICABLE FORMS

None.

PROCEDURES

Agency Accounting Supervisor

- E-mails TreasBDU@michigan.gov or faxes request to Treasury, Receipts Processing Division (RPD) to void warrant and includes:
 - Warrant number.
 - Warrant issue date.
 - Payee.
 - Warrant amount.
- Prepares replacement if applicable.

DTMB Mailing Services

- Forwards voided warrant to RPD.
- Forwards warrant stub to agency requestor, if requested.

Treasury RPD, Banking and Disbursement Section

- If request is received before warrant is mailed, sends notice to DTMB Mailing Services to pull and void warrant.
- Records request on RPD log.
- When original voided warrants are received, the cancel status is updated in MAIN on the 47A screen, and the cancel date is updated on RPD log.

Treasury RPD, Depository Services Section

- Scans and images warrant.
- Sends imaged warrants to DTMB State Records Center for storage.
