

FY 0708 WARRANT EXPIRATION SCHEDULE		
DATE		October - December 2007 EXPIRATION PROCESS
10/05/07	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 7/1/06 and 12/31/06
10/08/07	SCO	Notify agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
10/08/07-11/02/07	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i>; Determine if the payments listed are still valid; Contact payees; Cancel or reissue valid payments where possible
11/02/07	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 7/1/06 and 12/31/06
11/05/07	SCO	Second notification to agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
11/05/07-12/07/07	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i>; Determine if the payments listed are still valid; Contact payees; Cancel or reissue payments where possible
12/07/07	COFRS	Load COFRS <i>EXPW Table</i> with all warrants remaining on EAP18R <i>Warrants Expiration Detail Notification Report</i> Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued 7/1/06 and 12/31/06
12/10/07	SCO	Third notification to agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
12/10/07 - 12/21/07	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW or EXP2 Table</i> where necessary.
12/14/07	AGENCIES	Deadline for agencies to send warrant cancellation or reissue requests to SCO for warrants listed on the EAP18R report to guarantee processing prior to the expired warrant purge.
12/21/07	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> Purge Expired Warrants from COFRS WREH and WREL Tables
12/26/07	SCO	Notify agency controllers that the EAP16R <i>Final Expired Warrant List</i> and EAP17 <i>Warrants Expiration Summary Report</i> are available on Document Direct
01/03/08	COFRS	Create <i>Expired Warrants to Unclaimed Property Report</i> in Financial Data Warehouse and Email to Joyce Miller
		April - June 2008 WARRANT EXPIRATION PROCESS
04/04/08	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued between 01/1/07 - 06/30/07
04/07/08	SCO	First notification to agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
04/07/08-05/02/08	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i>; Verify that they are valid payments; Perform due diligence; Contact payees; Cancel or reissue valid payments where possible
05/03/08	COFRS	Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued 01/1/07 - 06/30/07
05/05/08	SCO	Second notification to agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
05/05/08-05/30/08	AGENCIES	Review EAP18R <i>Warrants Expiration Detail Notification Report</i>; Determine if the payments listed are still valid; Contact payees; Cancel or reissue payments where possible.
05/31/08	COFRS	Load COFRS <i>EXPW Table</i> with all warrants remaining on EAP18R <i>Warrants Expiration Detail Notification Report</i> Run EAP18R <i>Warrants Expiration Detail Notification Report</i> for outstanding warrants issued 01/1/07 - 06/30/07
06/02/08	SCO	Third notification to agency controllers that EAP18R <i>Warrants Expiration Detail Notification Report</i> is available on Document Direct
06/02/08 - 06/27/08	AGENCIES	Record the federal portion of the payment amounts on the COFRS <i>EXPW or EXP2 Table</i> where necessary
06/20/08	AGENCIES	Deadline for agencies to send warrant cancellation or reissue requests to SCO for warrants listed on the EAP18R report to guarantee processing prior to the expired warrant purge.
06/28/08	COFRS	Run EAP16R Final Expired Warrant List. Run EAP17 <i>Warrants Expiration Summary Report</i> Purge Expired Warrants from COFRS WREH and WREL Tables
06/30/08	SCO	Notify agency controllers that the EAP16R <i>Final Expired Warrant List</i> and EAP17 <i>Warrants Expiration Summary Report</i> are available on Document Direct
07/03/08	COFRS	Create <i>Expired Warrants to Unclaimed Property Report</i> in Financial Data Warehouse and Email to Joyce Miller