

Requesting an Emergency STOP Payment on a Warrant (issued out of CORE)

****STOP PAYMENTS ARE ONLY FOR EMERGENCY SITUATIONS AND APPROVED AT TREASURY'S DISCRETION****

The following information is intended for departmental and program use only – if your warrant was issued outside of CORE please work with Treasury to cancel at Wells.

- 1) Departments will need to reach out to Treasury (cst_treasurycashier@state.co.us, treasurycashiers@state.co.us) to request the stop payment on the warrant. **Per Treasury, this request will only be processed if emergency.**
- 2) Treasury will need the warrant number, payee, amount of warrant, and reason for the stop payment. ***There may be fees associated with a STOP payment, please inquire with Treasury***
- 3) If Treasury does not approve your request please refer to the CMU's Warrant Reissue/Cancellation Process to close the warrant. If approved proceed to the next step.
- 4) Once Treasury has completed the stop payment they will provide you with a confirmation email.

Confirmation

1 Stop Payments placed [TS1049] Print

Date/Time 04/04/2018 11:00 AM PT
Confirmation 04042018TS269915

Items Stopped(1)

1 Account [REDACTED] Check [REDACTED] [REDACTED] USD	
Account Name Operating Warrant Account	Issue Date 03/27/2018
Payee [REDACTED]	Placement Date 04/04/2018
	Expiration Date 10/04/2018

- 5) You will then need to submit a warrant cancellation request for the stopped payment to the CMU.
- 6) Please submit in a three page pdf the Warrant Cancellation request, confirmation from Treasury, and CHREC screen print.
- 7) Send your request to state_centralapproval@state.co.us, in the subject line please note STOP Payment Cancellation Request.