

Warrant Reissue/Cancellation Process

If your warrant was issued from an external system, (not CORE) please follow your departmental process (CDOT, Lottery, Payroll)

The following information is intended for Departmental and Program use only:

When a vendor calls to inform you that a payment is missing you will need to check to see if the payment was intercepted. While reviewing the AD document an intercept will be visible on the Header line, Additional Amounts tab, see below. Please use the Vendor Intercept job aid for further guidance.

Automated Disbursement(AD) Dept: 999A ID: 2016000000000085851 Ver.: 1 Function: New Phase: Final

Header

General Info Consolidation Object Payee Cancellation **Additional Amounts** Document Information

Total Accounting Line Amount: \$750.00

Total Discount Amount: \$0.00

Total Penalty Amount: \$0.00

Total Interest Amount: \$0.00

Total Backup Withholding Amount: \$0.00

Total Contract Withholding Amount: \$0.00

Total Intercept Amount: \$127.00

You must make sure the status of your AD document is “cancelled” prior to initiating a new payment as this will prevent a duplicate payment from being made. Reviewing the Status of your Request

NOTE: A reissued warrant cannot be changed. A reissue will be sent out in exactly the same manner and form as the original warrant. If a warrant requires an address change or any other change you will need to request a warrant cancellation.

- 1) If the original warrant is available go to step 5). If you do not have the original warrant you will need to fill out the upper section of the Affidavit of Lost Warrant.
- 2) Send the affidavit to the vendor for completion of the lower section and have vendor return the form to you.
- 3) At receipt the Department/Agency needs to review the affidavit for completeness.
 - a) If the request is for an individual: The “Warrant Payee” line in the upper section must match “The Affiant:” line of the lower section, as highlighted below.

Warrant Date:

Warrant Payee:

-----The Above Portion to be completed by the Issuing Department-----

The Affiant:
Legal name of the responsible party signing as the affiant

Who is the: of:
Title of Affiant for business entities Warrant Payee-company name

Located/Residing at:
Address

b) If the request is for a business entity: The highlighted sections below must match, and representative of the Payee must enter his or her name on "The Affiant" line as well as his or her title at "Who is the" line. The business address must also be entered.

Warrant Date:

Warrant Payee:

-----The Above Portion to be completed by the Issuing Department-----

The Affiant:
Legal name of the responsible party signing as the affiant

Who is the: of:
Title of Affiant for business entities Warrant Payee-company name

Located/Residing at:
Address

4) The affidavit must be signed and dated. An electronic signature will not be accepted.

Affiant signature: John Hancock Date:

- 5) Complete the Warrant Reissue Request or Warrant Cancellation Request based on your specific need.
- 6) Create a pdf screen print of the CHREC screen for the warrant.
 - a) If the CHREC screen does not populate verify that the correct warrant number was entered. If the error persists go to the PDCHK screen. If the warrant appears in PDCHK then the original warrant has already been cashed and the request cannot be processed.
- 7) Save the Warrant request form (page 1 of the pdf), affidavit/original warrant (page 2 of the pdf), and CHREC screen (page 3 of the pdf) in a single 3 page pdf file. Please do not attach emails or other non-essential screen prints to the pdf file.
- 8) Name your file using the warrant number, eg. 8001007861.
- 9) Send your request packet to state_centralapproval@state.co.us for processing.
DO NOT SEND MULTIPLE REQUESTS IN SINGLE EMAIL
- 10) Your request will be completed within our three-day turnaround time.
- 11) Please use the Reviewing the Status of your Request process for follow up.