

1210.23 Special Handling of Centrally Prepared Warrants

Issued: January 1, 1994
Revised: March 6, 2012

SUBJECT: Special Handling of Centrally Prepared Warrants.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for the procedures and conditions that must be met when a state department or agency desires that a centrally prepared warrant be returned to the requestor, or when it needs to enclose materials with a vendor warrant.

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

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SUMMARY: The Department of Treasury will not return warrants to the agencies. All warrants are mailed directly to the payee, except when:

- Warrants must be personally presented along with legal documents (*i.e.*, court orders) or land transactions.
- Payment for goods or services are due at the time of receipt.

On occasion an agency may find it essential to enclose materials with a vendor warrant. If 10 or fewer vendor warrants are involved, an agency may send the materials to be enclosed to Receipts Processing Division (RPD). If more than 10 warrants are involved, the agency – with prior approval of Treasury – must arrange for the inserting and mailing of materials with Department of Technology, Management and Budget (DTMB), Mailing Services.

FORMS: 1812 Request for Special Handling of Warrants

PROCEDURES:

Agency:

- Verifies that the special handling warrant meets one of the following criteria:
 - Must be personally presented along with legal documents (*i.e.*, court orders, land purchase documents).
 - Must be personally presented for payment of goods or services that is due at the time of receipt.
 - Requires insert before mailing.
- If a criterion is met, sends Request for Special Handling of Warrants (form 1812) with insert, if applicable, to RPD. Request must include:
 - Warrant number.
 - Issue date.
 - Payee.
 - Payment document number.
- Codes the payment as S3 or SD in the Payment Distribution Type field in R*STARS or ADPICs during payment processing.

Treasury RPD:

- Receives form 1812 and reviews for accuracy and criteria standards.
- Forwards form 1812 to DTMB Mailing Services to request warrant to be sent to RPD or to include additional inserts.
- If applicable, receives warrant from DTMB Mailing Services and holds until agency picks it up.
