**Business**

**FROM:**  **Unit No**

|  |
| --- |
| Agency Name |

OMES Processing Note: Warrant cancellation of PO Vouchers is normally a two-step process – 1) Cancellation of the warrant and 2) a Reversal voucher. In the case of corrected warrants where the warrant is to be replaced, the reversal voucher step is not required. For Direct Vouchers (unencumbered), only the cancellation of the warrant is required

Warrants on Bank SetID 467

**A) Warrant Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Replace Warrant?  (Y/N) \* | Return PO  Balance? (Y/N) \*\* | Payment Reference (Warrant #) | Issue Date | Warrant  Amount | H.E.  789 Fund (Y/N) \*\*\* | Reason For Cancellation |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Special Action:** | **(OMES USE) Reversal Voucher ID:** |  |

\* If “Y” complete Part B – Warrant To Be Replaced

\*\* Only for PO Vouchers

\*\*\* If “Y” complete Part C if appropriate – Higher Education 789 Fund Withholding Miscellaneous Warrant – Agency Action

**B) Warrant To** Be Replaced \*\*\*\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Correct $ Amount | Correct Payee Information | Vendor ID # | Loc. # | Addr. # |
|  |  |  |  |  |

**The physical warrant must accompany this form in order to be replaced. For replacement of Lost/Destroyed**

**warrants, please use OMES Form 20R.**

**\*\*\*\* Requirements for reissue of canceled warrant:**

* The warrant was paid to the correct payee, but the incorrect location and address.
* The warrant was paid to the correct payee, but for the incorrect amount.
* The warrant is paid to the correct payee, but the multiple vendor ID# 0000001104 is the vendor ID on the Invoice Information page of the voucher.
* The warrant should have been assigned to a payee and the supporting documentation for the assignment was attached to the original voucher (needs to be noted on the form), otherwise the agency must process a new voucher with the proper assignment documentation.

**>>>>>>>> If no Vendor ID #, attach a completed OMES Form VENDOR/PAYEE <<<<<<<<**

|  |
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|  |

**C) Higher Education 789 Fund Withholding Miscellaneous Warrant** -Agency Action

If a replacement warrant was issued by institution, provide *Replacement Voucher #*:

and *Amount*:

If no replacement warrant was issued, provide where the 789 funds were debited back to operation funds by listing

the *PFT Reversal #*:

|  |
| --- |
|  |

We are returning herewith for cancellation the outstanding miscellaneous warrant listed on this form. We are aware that cancellation of a missing warrant requires prior approval through OMESTPAccountsPayable@omes.ok.gov and a Stop Payment on the warrant through the OST.

Agency Approving Officer Signature Title or Position Date

**Form Submission**: Please send this form and a scanned copy of the warrant to OMESTPAccountsPayable@omes.ok.gov.

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|  |

RESERVED: DIVISION OF CENTRAL ACCOUNTING & REPORTING

By Date