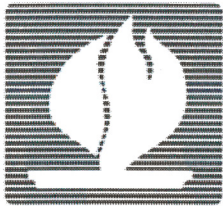


PROCEDURE: STOP PAYMENTS, REISSUES AND WARRANT CANCELLATIONS

ACTIVITY: Request Stop Payment or Cancellation from RCOE	DOCUMENT: Stop Payment/Reissue Form, Warrant Cancellation Form
PURPOSE: Replace missing warrants or cancel warrants	FREQUENCY: As required

Requests will come in from various sources to have a warrant reissued or cancelled. These are the procedures to handle the various situations.

- Complete a Stop Payment/Reissue form and have signed by Supervisor
- Check to make sure original warrant is uncashed
- Verify address
- Copy request for records and put one copy in warrant basket with processing instructions
- Complete Warrant Cancellation form (Goldenrod)
- Check to make sure warrant has not been cashed or gone stale-dated
- If stale-dated warrant needs replacing, fill out a direct payment form, using the budget code for stale checks. Attach back up information and have supervisor sign. Then enter for new payment.
- See examples of the forms at back of manual



**RIVERSIDE COUNTY
OFFICE OF EDUCATION**
KENNETH M. YOUNG
Riverside County Superintendent of Schools

RIVERSIDE COUNTY OFFICE OF EDUCATION
DISTRICT FISCAL AND ADMINISTRATIVE SERVICES

STOP PAYMENT / REISSUE
DECLARATION FOR REPLACEMENT OF

LOST OR DESTROYED COMMERCIAL WARRANT
(GOVERNMENT CODE SECTION 29850)

I declare that I am the ____ legal owner (or) custodian of warrant no. ___, dated ____
in the amount of \$ ___ payable to _____ issued by the County Auditor of Riverside County on the _____ fund, which was _____ lost
(or) ___ destroyed on or about ___, before payment by the Treasurer and that all material facts relating to its loss or destruction
(including explanation of reason if legal owner or custodian is other than payee named in warrant) as follows:

I declare under penalty of perjury that the foregoing is true and correct. Executed on at __Riverside_____, California.

Claimant Signature: _____

Name Printed: _____

Mailing Address: 1533 Spruce Street, 3rd Floor
Riverside, CA 92507

****Requires signature of authorized commercial warrant approver. **Please sign on designated line below.**

Authorized Commercial Warrant Approver

Date



CANCELLATION OF B WARRANTS

Please print/duplicate on goldenrod colored paper

District: 07

YEAR	COUNTY	DISTRICT	DATE
15	33	07	

ISSUE DATE	WARRANT #	*STATUS C OR M	VENDOR NAME	AMOUNT	REASON FOR CANCELLATION
		M			
		C			
		C			
		C			
		C			
		C			

*C = Cancel (Galaxy Status = "C" cancelled)
 Attach commercial warrant to this form, with signature completely cut out, and explain the reason for cancellation.

*M = Missing (Galaxy Status = "M" missing)
 If commercial warrant is unavailable, please explain the reason for canceling the warrant.

\$0.00	PAGE TOTAL
	TOTAL OF ALL PAGES

Prepared by: _____ Phone number: 951-222-8663

Printed on goldenrod paper