

Procedures for Processing the Office of State Treasurer Stop Payment and Hard Cancel Form

The Office of State Treasurer (OST) and the Office of Management and Enterprise Services (OMES) have worked together to create a new form and procedures to process warrant transactions.

This new form is designed to replace the OST's Stop Payment and Hard Cancel Forms. It also replaces the 'OSF' Form MWC for cancellations and replacements, and the 'OSF' Form 20R for Lost or Destroyed warrant replacements. (*NOTE: The OSF Form 20R is still used for replacement of Statutory Cancelled Warrants*)

SECTION 1 - Is used to request Stop Payment of warrants and Hard Cancels of warrants normally performed by the OST. However, it will now be used to initiate the cancellation of all warrants.

SECTION 2 - Must be completed for any warrants on the OST bank accounts **7925467** (i.e., funds 19100, 21000, 40500, etc.) and **77XXAGY** – example 7 Fund# 701 Agency# 090 (includes all 700 funds – i.e., 70100, 71000, etc.) to be canceled. Section 2 must also be completed as necessary for replacement warrants when correcting the amount /payee as follows, and for replacing lost/destroyed warrants.

- The warrant was paid to the correct payee but to the incorrect location and address.
- The warrant was paid to the correct payee but for the incorrect amount.
- The warrant is paid to the incorrect 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 this form), otherwise the agency must process a new voucher with the proper documentation.

Stop Payments (including reissues previously made on the OSF Form 20R)

When requesting a stop payment of a warrant, the option 'Stop Payment' will be selected (x) and the warrant information and agency information fields should be completed in Section 1.

If this action is also to request the reissue of a Lost or Destroyed warrant, then under Section 2 of the form, complete Blocks "A" and "B" (may include data for multiple vouchers combined on the warrant).

Hard Cancels (warrant cancellations previously made on the OSF Form MWC)

When requesting a hard cancel of a warrant, the option 'Hard Cancel' will be selected (x) and the warrant information and agency information fields should be completed in Section 1.

If this action is to request the reissue of the canceled warrant, then under Section 2 of the form, complete Blocks "A" and "C" (may include data for multiple vouchers combined on the warrant). See limitations above on reissue of canceled warrants.

For Stop Payments the form must be faxed to the State Treasurer's office at (405) 522-4508. For Hard Cancels the warrant must be included and sent to the OST as follows:

2300 North Lincoln Boulevard
State Capitol Room 217
Oklahoma City, OK 73105
Fax:(405) 522-4508

Detailed Steps for Processing the OST Stop Payment and Hard Cancel Form

Stop Payments

Warrants Lost or Destroyed to be Reissued (previously made on the OSF Form 20R)

When a request is made to replace a lost or destroyed warrant prior to canceling by statute, the *OST Stop Payment/Hard Cancel Request* must be completed as follows:

Under Section 1:

- Put an “X” in the box next to ‘Stop Payment’
- The *Date* of the request
- The *Agency* (Business Unit) *Number*
- The *Account Number* (i.e., OST Bank Accounts 7925467, 7700090, etc.)
- The *Warrant Number* (of the lost or destroyed warrant)
- The warrant *Issue Date*
- The warrant *Amount*
- Complete the ***Agency Information*** block

Under Section 2:

Complete information in Block “A”

- Voucher number(s)
- Voucher Amount(s)
- Replace Warrant? – Select ‘Y’
- Return PO Balance is **not** required
- Complete the *Lost or Destroyed Warrant* information in Block “B”
- The date and facts as to the loss or destruction of the original warrant
- Complete the *Notary Section*.
 - Signature of payee, Title or Position, and Business Name (if appropriate)
 - The payee’s signature must be notarized by a Notary Public, Clerk or Judge

Must have the *Agency’s Approving Officer’s Signature, Title, and Date*

If the original warrant is only mutilated, although still available and identifiable, it can be sent to the OST as a Hard Cancel request. However, if it is not identifiable, then it is considered destroyed and must be completed as identified above.

Hard Cancels

Warrant Cancellations (*previously made on the OSF Form MWC*)

When a request is made to cancel a warrant (and request a replacement warrant if needed), the *OST Stop Payment/Hard Cancel Request* must be completed as follows:

Under Section 1:

- Put an "X" in the box next to 'Hard Cancel'
- The *Date* of the request
- The *Agency* (Business Unit) *Number*
- The *Account Number* (i.e., OST Bank Accounts 7925467, 7700090, etc.)
- The *Warrant Number*
- The warrant *Issue Date*
- The warrant *Amount*
- Complete the ***Agency Information*** block

Under Section 2:

Complete information in Block "A"

- Return PO Balance? (Y/N)- yes or no
- Voucher number(s)
- Voucher amount(s)
- Replace Warrant? (Y/N) – yes or no
- Cancellation Reason

If replacing the warrant under the following conditions, complete information in Block "C"

- Vendor Name (corrected)
- Amount (corrected)
- Vendor ID # (corrected)
- Loc # (corrected)

Must have the *Agency's Approving Officer's Signature, Title, and Date*

Must attach the warrant to be canceled.

Replacement Conditions:

- The warrant was paid to the correct payee but to the incorrect location and address
- The warrant was paid to the correct payee but for the incorrect amount
- The warrant is paid to the incorrect 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 (*must to be noted on the form*), otherwise the agency must process a new voucher with the proper documentation.