

Stale Dated Warrants



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Overview

- What is a stale dated warrant?
- Process and Forms
- What the department needs to do?
- Future Goals
- Warrant Status



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What is a Stale Dated Warrant?

- Governmental Code Section 39802 - any warrant issued is void if not presented to the county treasurer for payment within six months from the date of issuance
- The County has decided this to be 185 days



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Process and Forms

- Within two years from stale dating, the payee can request for the warrant to be reissued
- After two years, the Board of Supervisors approval is required
- Warrants over \$10k require Board approval regardless of time frame (Form 11 7/30/96 agenda #3.5)



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Process and Forms cont.

- AP-3 Form – Declaration for Replacement of Lost, Destroyed or Stale Dated Warrant
- Original signature is required
- All payee's must sign
- Companies – Proof of authority to request a new warrant (i.e. business card, letterhead)
- Power of Attorney (3rd party request)
- Department approval required



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ACO Responsibility

- Review all AP-3 forms
- Request department approval
- Issue new warrant under department business unit
- Journal transfers back to departments
 - Only if warrant was reissued
 - Warrant was reissued to incorrect vendor
 - Should have been cancelled / stopped
 - Documentation required



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Department Responsibility

- Department
 - Returned mail – try to locate vendor
 - Receive department approval request from ACO
 - Review files
 - Reissue - complete form and send back to ACO
 - Do Not Reissue – provide reason and accounting string for ACO to transfer back



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Future Goals

- Departments review stale dated warrant listing and try to locate vendors
- Formal policy and procedures
- New stale dated warrant request forms



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Warrant Status

- Go to:
 - Accounts Payable
 - Review Accounts Payable Info
 - Payments
 - Payment



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Warrant Status cont.

Payment Inquiry

Search Criteria

Payment Reference ID: 02055510 Payment Status: Payment Method:

Bank SetID: RIVCO Bank Code:

Bank Account: Bank Account #: Single Payment

Pay Cycle: Pay Cycle Seq #:

Remit SetID: RIVCO Remit Vendor:

Vendor Name: Vendor Location:

*Amount Rule: Any Amount: Currency:

From Date: To Date: Max Rows: 300

Show Chart *Chart Type: Bar Chart Search Reset Criteria

Sorting Criteria

*1st sort: Account *Sort Type: Asc

*2nd sort: Pymnt Ref *Sort Type: Asc Sort

**Click the
Payment
Reference
ID**

Payment Inquiry Result Customize | Find | View All | First | 1 of 1 | Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
VC R	02055510	Check	34.62	USD	07/08/2010	07/08/2010	Paid	Recon	10/08/2010



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Bank Paid

Vouchers For a Payment

Bank Name: UNION BANK
Bank Account #: 2740018313
Pay Cycle: RONES **Seq Num:** 1739
Vendor Name: FED HOME LOAN MORTG INC
Address: 1100 CORPORATE CENTER DR
 RALEIGH NC 27607 USA
Payment Amount: 34.62 USD **Payment Method:** CHK
Description:

[Back To Payment Inquiry](#)
Pymnt Ref ID: 02055510
Accounting Date: 07/08/2010
Payment Date: 07/08/2010
Days Outstanding: 91
Payment Clear Date: 10/07/2010
Reconcile Date: 10/08/2010
Value Date: 07/08/2010

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken
ACCRC	00072128	1	07/07/2010	052871914-7200920101880835188	34.62	34.62	USD	

Warrant was paid on
10/7/2010



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Cancelled (VOID)

Payment Inquiry

Search Criteria

Payment Reference ID: 02097502 Payment Status: [▼] Payment Method: [▼]
 Bank SetID: RIVCO Bank Code: [▼] Single Paymen
 Bank Account: [▼] Bank Account #: [▼]
 Pay Cycle: [▼] Pay Cycle Seq #: [▼]
 Remit SetID: RIVCO Remit Vendor: [▼]
 Vendor Name: [▼] Vendor Location: [▼]
 *Amount Rule: Any Amount: [▼] Currency: [▼]
 From Date: [▼] To Date: [▼] Max Rows: 300
 Show Chart *Chart Type: Bar Chart Search Reset Criteria

Sorting Criteria

*1st sort: Account *Sort Type: Asc
 *2nd sort: Pymnt Ref *Sort Type: Asc Sort

Payment Inquiry Result Customize | Find | View All | First | 1 of 1 | Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
VCHR	02097502	Check	1,359.99	USD	08/30/2010	08/30/2010	Void	Recon	



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Cancelled (VOID) cont.

Vouchers For a Payment

Bank Name: UNION BANK
 Bank Account #: 2740018313
 Pay Cycle: DAILY Seq Num: 2114
 Vendor Name: Riverside Unified School District
 Address: FBO Cynthia M Olvera
 7738 Evans St
 Riverside CA 92504-4415 USA

Back To Payment Inquiry
 Pymnt Ref ID: 02097502
 Accounting Date: 08/30/2010
 Payment Date: 08/30/2010
 Days Outstanding: 43
 Payment Clear Date: 10/12/2010
 Reconcile Date:
 Value Date: 08/30/2010

#1

#2

Payment Amount: 1,359.99 USD Payment Method: CHK
 Description: Unable to forward per Gary Soldan @ HRBRC. 10/12/10

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken
HRBRC	00072056	1	08/26/2010	401a batch 1209	1,359.99	1,359.99	USD	

#1 Date warrant was cancelled
 #2 Reason why ACO cancelled payment



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Stop

Payment Inquiry

Search Criteria

Payment Reference ID: 02100963 Payment Status: [] Payment Method: []
 Bank SetID: RIVCO Bank Code: []
 Bank Account: [] Bank Account #: [] Single Payment
 Pay Cycle: [] Pay Cycle Seq #: []

Remit SetID: RIVCO Remit Vendor: []
 Vendor Name: [] Vendor Location: []
 *Amount Rule: Any Amount: [] Currency: []
 From Date: [] To Date: [] Max Rows: 300

Show Chart *Chart Type: Bar Chart [Search] [Reset Criteria]

Sorting Criteria

*1st sort: Account *Sort Type: Asc
 *2nd sort: Pymnt Ref *Sort Type: Asc [Sort]

Payment Inquiry Result

Payment Details Additional Info Vendor Details Customize Find View All First 1 of 1 Last

Source Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconcile Date
VCHR 02100963	Check	433.14	USD	09/07/2010	09/08/2010	Stopped	Unrecon



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Stale Date

Payment Inquiry

Search Criteria

Payment Reference ID: Payment Status: Payment Method:

Bank SetID: Bank Code:

Bank Account: Bank Account #: Single Paymer

Pay Cycle: Pay Cycle Seq #:

Remit SetID: Remit Vendor:

Vendor Name: Vendor Location:

*Amount Rule: Amount: Currency:

From Date: To Date: Max Rows:

Show Chart *Chart Type:

Sorting Criteria

*1st sort: *Sort Type:

*2nd sort: *Sort Type:

Payment Inquiry Result Customize | Find | View All | First 1 of 1 | Last

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Status	Reason	Reconcile Date
VCHR	01812753	Check	79.23	USD	09/17/2009	09/17/2009	Stale Dated Payment	Stale	



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CONTACT INFO

Please email all inquires to:

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