Stale Dated Warrants

Robert E. Byrd, CGFM
County Auditor-Controller

Overview

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

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)
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

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
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

Future Goals

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

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

Warrant Status cont.

Click the Payment Reference ID
### Vouchers For a Payment

**Bank Name:** UNION BANK  
**Bank Account #:** 2740018313  
**Pay Cycle:** JONES  
**Seq Num:** 1730  
**Vendor Name:** FED HOME LOAN MORTGAGE  
**Address:** 1100 CORPORATE CENTER DR.  
**Payment Amount:** 34.62 USD  
**Payment Method:** CHK  
**Payment Clear Date:** 10/7/2010  

<table>
<thead>
<tr>
<th>Customer ID</th>
<th>Voucher ID</th>
<th>Advice Amt</th>
<th>Advice Date</th>
<th>Invoice Number</th>
<th>Gross Paid Amount</th>
<th>Paid Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRC</td>
<td>00727528</td>
<td>1</td>
<td>07/07/2010</td>
<td>32067191-72090201016037198</td>
<td>34.62</td>
<td>34.62</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Warrant was paid on:** 10/7/2010

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### Cancelled (VOID)

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### Payment Inquiry

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Cancelled (VOID) cont.

<table>
<thead>
<tr>
<th>Vouchers For a Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Name:</strong> Unibank</td>
</tr>
<tr>
<td><strong>Bank Account #:</strong> 2400120172</td>
</tr>
<tr>
<td><strong>Pay Cycle:</strong> 9/16</td>
</tr>
<tr>
<td><strong>Voucher Name:</strong> Riverside Unified School District</td>
</tr>
<tr>
<td><strong>Address:</strong> 77706 Cancio Dr.</td>
</tr>
<tr>
<td><strong>Date warrant was cancelled:</strong> 11/4/2010</td>
</tr>
<tr>
<td><strong>Reason why ACO cancelled payment:</strong></td>
</tr>
</tbody>
</table>

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

Stop

County of Riverside ■ Office of the Auditor-Controller
## CONTACT INFO

Please email all inquires to:

ACOstaledatedwarrants@co.riverside.ca.us

Susan Porte – Supervising Accountant 5-3850
Hable Mamo – Senior Accountant 5-5185
Lucinda Rick – Accounting Tech I 5-3852