

## AFFIDAVIT OF LOST OR DESTROYED WARRANT

### Purpose

To provide for vendor or employee certification to the district of lost or non-receipt of a commercial or payroll warrant in order to prevent duplicate payments to vendors and/or employees.

### When

#### Original Warrant Lost In Mail

No sooner than five (5) postal days after the pay date. On the fifth postal day BMAS will place a stop payment on the lost warrant.

#### Original Warrant Lost (other than in mail) or Stolen

As soon as the original warrant is determined to be lost (other than in mail) or stolen, BMAS will place a stop payment on the lost (other than in mail) or stolen warrant.

### Procedure

It is required that this form be completed in order to obtain a duplicate/replacement warrant for a lost or destroyed warrant.

Once the payee or authorized agent completes and signs the form, the district payroll technician (or other designated person) needs to sign as the witness. Once the form is completed and signed by both parties, it should accompany the completed [Request for Payroll Hand/Cancel Warrant](#) form, the [Request for Commercial Hand/Cancel Warrant](#) form, *or* the [Request for Vol-Ded Cancel/Reissue Warrant](#) form and be submitted to the BMAS individual responsible for processing hand/cancel payroll or commercial warrants.

Date Revised: January 1, 2000

Contact Person:

Payroll – Cheryl Dutton  
Commercial/Vol-Ded – Monica Pascoe

Procedure Binder Section: Accounts Payable & Payroll