

**REQUEST FOR VOLUNTARY DEDUCTION
CANCEL/REISSUE WARRANT**

Purpose

To cancel and issue replacement voluntary deduction warrants when necessary.

When

Cancelled voluntary deduction warrants will be processed and replaced with new warrant(s) when they are issued in error, lost, or stolen.

Procedure

CANCELLED WARRANTS

The ***Request for Vol-Ded Cancel/Reissue Warrant*** form should be completed by the district's payroll technician (or other designated person). For warrants that haven't been lost, return the entire warrant to BMAS. Please write "Cancel" on the face of the warrant that you are submitting for cancellation.

Please forward the completed form, which includes the district's authorized signature, and the warrant to be cancelled to BMAS.

AFFIDAVIT OF LOST OR DESTROYED WARRANT

Complete the ***Affidavit of Lost or Destroyed Warrant*** form (see separate procedure) when a warrant has been determined to be lost or destroyed and a cancellation is requested. The signature line at the bottom of the form is to be signed by the payee. The form must be complete in order for the document to be accepted by BMAS.

When the completed affidavit is received from the payee, forward it with a completed ***Request for Vol-Ded Cancel/Reissue Warrant*** form to BMAS. If the district wants a stop payment placed on the warrant, check the box to authorize. When the stop payment has been placed, BMAS will inform the district so the district accounts payable technician can issue a duplicate warrant.

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HAND WARRANTS

Voluntary deduction hand warrants are issued by BMAS when necessary. Replacement warrants are usually issued through the accounts payable batch process.

Complete the [*Request for Vol-Ded Cancel/Reissue Warrant*](#) form. BMAS will assign the vendor number and indicate the warrant number and warrant date upon completion of the hand warrant.

Have the authorized district personnel sign the form and forward it to BMAS. The turn around time for hand written voluntary deduction warrants is normally three days from receipt of request by BMAS.

Date Revised: January 1, 2000

Contact Person: Monica Pascoe

Procedure Binder Section: Payroll