

Warrant Void/Stop Request

District Name / Number:

Contact Name:

Contact e-mail:

Attachments:

- Original Warrant
- Lost Warrant Affidavit (required for ALL reissues)
- Vendor Letter (if requesting Vendor reissue)

Date

Warrant Number <small>(starting with "37")</small>	Warrant Date <small>(mm/dd/yyyy)</small>	Amount	Payee <small>(as it appears in Check Manager)</small>	Void	Stop	Re-issue

Amount

Notes:

District Approver:

Date:

Reissue WT #

For Internal Use Only

Clerk of Board Date: _____ Void Report Date: _____

Warrant Void/Stop Request Instructions

To Void/Stop a warrant issued by the Maricopa County School Superintendent's Office (MCSS) the district must use the following procedures.

- 1) A completed Warrant Void/Stop Request must be submitted by the district to the Finance Desk (FinanceDesk@maricopa.gov) prior to ANY OTHER ACTION.
- 2) MCSS Finance Desk will Void/Stop the warrant with the Maricopa County Treasurer's Office (MCTO).
- 3) MCSS Finance Desk will notify the district when the Void/Stop has been completed and take any other appropriate action in Infinite Visions as needed.
- 4) If MCSS is reissuing the warrant for any reason the Maricopa County Clerk of the Board must authorize the reissue.

Using the Void/Stop Request form

Original Warrant: When requesting a Void the original warrant MUST be returned to MCSS. The district may start the request to void a warrant if they are currently in possession of the warrant with the intent to return it to MCSS.

Lost Warrant Affidavit: In instances where the warrant has been lost the payee must submit a request to reissue the warrant with a "School Funded Lost Warrant Affidavit" (available at <https://schoolsup.org/payrollservices>).

Vendor Letter: In instances where a reissued warrant is for a vendor a letter must be submitted by the vendor indicating that the requestor is authorized to request a reissue for that vendor. For example, a reissued warrant for "ACE Hardware" can only be requested by a legitimate employee of ACE Hardware.

Warrant Number: Enter the full 10-digit warrant number (red text in upper right of the warrant) that begins with 37. Do not enter the control number or check number from the Infinite Visions Check Manager.

Warrant Date: Enter the date of the warrant. Warrants over a year old are considered stale and should not be submitted.

Payee: Enter the Payee as it appears in the Infinite Visions Check Manager

Void/Stop: While Infinite Visions only recognizes a "Void" process, MCTO and the Bank differentiates between a Void and a Stop. If the warrant is in possession of the district or MCSS it is considered a

VOID. If the warrant is missing then you should request a STOP which prevents the warrant from being paid by the bank if it resurfaces.

Re-Issue: If the district is requesting a re-issue of the warrant the Finance Desk will submit the required paperwork to the Maricopa County Clerk of the Board to authorize the re-issue. This process could take up to 2 week and should only be done if absolutely necessary. It is much faster to request a void and then reissue on a new voucher within Infinite Visions.