

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-9

Effective Date: 11/05/1985

Revision Date: 09/28/2011

C. DeLuca
County Administrator

SUBJECT: **DUPLICATE WARRANTS**

DEPARTMENT RESPONSIBLE: **FINANCE AND RISK MANAGEMENT**

1. **STATEMENT**

Periodically, there arises a need to issue a duplicate warrant to a payee (e.g., vendor, County employee, etc.) resulting from the original warrant being lost or destroyed.

The purpose of this document is to outline the procedures to be followed when requesting and issuing a duplicate warrant.

This procedure applies to all warrants issued by the Department of Finance and Risk Management.

2. **PROCEDURE**

2.1. Duplicate Warrants can only be issued if the original warrant has not been stale dated.

Effective 07/01/96, a warrant is considered stale dated if it has not been presented for payment within one year after the date it was issued. If a warrant is not presented within this time period, it is void and shall be deemed to have been paid as per A.R.S. §11-644 (Attachment 1). The monies will be deposited in the County general fund or other appropriate fund.

At any time within one year after an unrepresented warrant has been voided, the person in whose favor the warrant was drawn may present a claim for the amount of the warrant and, if deemed legitimate, be paid from the County general fund or other appropriate fund.

2.2. The payee requesting the duplicate warrant will provide Finance with a signed statement (Attachment 2) that includes the following information:

- Request Date

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- Warrant type (Payroll or Expense)
 - Payee Name
 - Address
 - Date of issuance
 - Amount of warrant
- 2.3. Once the information required in Section II.B. is provided, the issuing area will request the servicing bank to place a stop payment on the lost/destroyed warrant and notify the County Treasurer.
- 2.4. Upon bank confirmation that the payment of the lost/destroyed warrant has been stopped, the Director, Department of Finance and Risk Management or designee will direct that a duplicate warrant be issued. Authority for enforcing this is granted to the Director, Department of Finance and Risk Management by the Board of Supervisors under Resolution 1985-202 (Attachment 3).
- 2.5. The Department of Finance and Risk Management will ensure that a record of all duplicate warrants issued is placed before the Board of Supervisors for ratification. Resolution 1985-202 (Attachment 3) mandates the time frame within which this must be done.
- 2.6. All questions regarding this procedure should be directed to the Department of Finance and Risk Management - Financial Operations Division.

A.R.S. §11-644Failure to present county check or warrant for payment

- A. A check that is drawn by the county treasurer in the treasurer's official capacity or a warrant that is drawn on the county general fund and that is not presented for payment within one year after the date of issuance is void, is deemed to have been paid and is not subject to section A.R.S. §44-302. A check or warrant that is not presented for payment within one year has no further force or effect and any monies shall be transferred or revert to the county general fund or other appropriate fund.
- B. At any time within one year after an unrepresented check or warrant has been voided as provided in subsection A of this section, the person in whose favor the check or warrant was drawn, or the person's personal representative, successors or assignees, may present a claim for the amount of the check or warrant to the board of supervisors. If the board finds that the claim is legitimate and that there is good and sufficient reason for failure to present the original check or warrant, the board may allow the claim and order it to be paid from the county general fund or other appropriate fund.

Attachment 2

REQUEST FOR ISSUANCE OF DUPLICATE WARRANT

Request Date: _____

Warrant Type: (Circle One) **PAYROLL** **EXPENSE**

Payee Name: _____

Address: _____

Warrant No: _____

Date of Issue: _____

Amount: _____

I hereby certify that the above warrant has been irretrievably lost or destroyed prior to payment to the payee.

Signature

Date

Having examined the foregoing request, and being fully satisfied that the original warrant has been lost or destroyed, and that the servicing bank has been notified through the Treasurer's Office to **Stop Payment**, authorization for issuance of a duplicate warrant is hereby approved.

Director, Department of Finance and Risk Management
Or designee

Date

Mail To:

Pima County Financial Operations
Attn: Accounts Payable Supervisor
130 W. Congress, 7th Floor
Mail Stop: DT-AB7-120
Tucson, AZ. 85701
Phone: (520) 740-8402

Fax To:

Pima County Financial Operations
ATTN: Accounts Payable Supervisor
FAX: (520) 740-3552

OR

Attachment 3

RESOLUTION NO. 1985 - 202

WHEREAS A.R.S. 11-632 authorizes the issuance of duplicate warrants under certain circumstances, and

WHEREAS A.R.S. 11-632(B) requires that the Board of Supervisors establish procedures for issuing duplicate warrants that protect the County and provide the owner with a duplicate warrant within a reasonable time, and

WHEREAS the Finance Director of Pima County is in a position to collect all relevant data and information to determine if the requirements of A.R.S. 11-632 have been met,

NOW THEREFORE, the Board of Supervisors resolves as follows:

1. The Finance Director of Pima County may direct the issuance of duplicate warrants as provided in A.F.S. 11-632.
2. The Finance Director of Pima County shall follow the attached Duplicate Warrant Procedure for each duplicate warrant issued.
3. A record of any duplicate warrants so issued shall be placed on a succeeding meeting agenda of the Board of Supervisors for ratification of the issuance.

DONE this 5th day of November, 1985.

ATTEST:


Janet Williams
Clerk of the Board


Sam Lena, Chairman
Board of Supervisors

APPROVED AS TO FORM:


Martha M. Durkin
Deputy County Attorney