

DEPARTMENT OF FINANCE AND ADMINISTRATION - Policy 19

Policy 19 - Issuance of Duplicate Warrants

Basis of Authority

Applicable State Law

1. Tennessee Code Annotated 9-4-605 states, "The commissioner of finance and administration may issue a duplicate warrant to any person to whom an original warrant was issued and which was lost, mislaid, or destroyed, in accordance with procedures established by the commissioner of finance and administration and approved by the state treasurer and comptroller of the treasury."

Effective Date and Applicability

2. This policy statement shall be applicable to warrants issued by the state of Tennessee to employees and vendors. This policy statement does not apply to "checks issued" by departments which have rules in place governing the disbursement of funds, e.g. unemployment benefits issued by the Department of Employment Security, Aid for Families with Dependent Children checks issued by the Department of Human Services, and Medicaid /TennCare benefits. In addition, this policy is inapplicable to cases where forgery is involved. Forgery will be addressed in a separate policy statement. This policy statement is effective upon issuance until amended or rescinded.

Procedures

Replacement of Warrants for State Employees

3. If a state employee requests a duplicate warrant for payroll, travel reimbursement, or other refunds due the employee because the original warrant was lost, mislaid, or destroyed, the Division of Accounts will cancel and reissue the warrant after notification by the employing agency. In no case will the Division of Accounts reissue a warrant until the original has been canceled on the Accounting Reconciliation Package (ARP) system with the state Treasurer. The payroll officer or other appropriate fiscal officer should have the employee sign a payroll deduction authorization form to allow the state to recover funds disbursed by this method in the event the employee has attempted to defraud the state by claiming entitlement to a duplicate warrant. State employees will not have to provide any surety, except under the provisions of paragraph 5 of this policy.

Replacement of Warrants for Vendors

4. If a vendor doing business with the state requests a duplicate warrant because the original warrant was lost, mislaid, or destroyed, the Division of Accounts will cancel and reissue the warrant after notification from the vendor. In no case will the Division of Accounts reissue a warrant until the original has been canceled on the Accounting Reconciliation Package (ARP) system with the state Treasurer. The Division of Accounts will reissue the warrant immediately provided the original warrant was less than \$1,000.00. If the original warrant was for a greater amount, the vendor may, at the discretion of the Director of Accounts, be required to provide surety to the state prior to the issuance of a duplicate warrant. Colleges and universities, counties and

municipalities, and the federal government will not be required to provide surety except under the provisions of paragraph 5 of this policy.

Restrictions on Procedures

5. If it becomes evident that an employee or vendor is repeatedly requesting the reissuance of a duplicate warrant, the employee or vendor may be required at the discretion of the Director of Accounts to provide surety. Furthermore, the Commissioner of Finance and Administration, in consultation with the Treasurer and Comptroller of the Treasury may conduct an investigation into the circumstances surrounding the frequent request for this service. Evidence of fraud on the part of an employee or vendor should be referred to the Attorney General and the Comptroller of the Treasury.

Approvals

Approval of the Commissioner of Finance and Administration - I, Bob Corker, hereby approve of this Policy Statement 19 of the Department of Finance and Administration, and as such agree with and authorize actions necessary to implement its requirements.

Signed: _____ Date: _____
Bob Corker, Commissioner
Department of Finance and Administration

Approval of the Comptroller of the Treasury - I, William R. Snodgrass, hereby approve of the Policy Statement 19 of the Department of Finance and Administration, and as such agree with and authorize actions necessary to implement its requirements.

Signed: _____ Date: _____
William R. Snodgrass, Comptroller
Office of the Comptroller of the Treasury

Approval of the State Treasurer - I, Steve Adams, hereby approve of the Policy Statement 19 of the Department of Finance and Administration, and as such agree with and authorize actions necessary to implement its requirements.

Signed: _____ Date: _____
Steve Adams
State Treasurer