

WARRANT CANCELLATION CERTIFICATION

This form must be filled out for each warrant that is to be cancelled when the warrants is missing. It is important that all efforts to obtain the original warrant are exhausted prior to using this form in order to minimize the potential for vendor or financial institution fraud.

I, _____(name, please print), certify that to the best of my ability, I have made every attempt to obtain the following warrant(s):

Warrant Number	Date of Warrant	Payee Name	Warrant Amount

I am unable to obtain the original warrant(s) and am hereby requesting to cancel the warrant(s). I understand that by canceling a warrant without having the warrant there is an increased potential for vendor or financial institution fraud.

Signature

Date

Agency

Telephone Number