

Pete Ricketts, Governor

July 24, 2015

TO: All Agency Financial Contacts

FROM: Jerry Broz, Administrator *JB*
AS – State Accounting

RE: Replacement Warrants

Currently when an agency requests to have a warrant replaced the “Replacement Warrant” is sent back to the designated individual in your agency by State Accounting, along with a copy of the submitted Request for Stop Payment/Replacement Warrant form that was submitted.

Beginning August 1, 2015 we will change the process. All “Replacement Warrants” will be routed back to an agency directly via the Special Handling Code from the Print Shop. The individual designated by an agency will receive all replacement warrants; however, they will not receive a copy of the Request for Stop Payment/Replacement Warrant form that was submitted. You may want to make sure that you keep a copy of your submitted replacement requests to ensure that you receive all requested replacements.

To ensure that your replacement warrants are returned to the correct agency, please make sure that you have included your agency name and agency number in the box on top of the request form where it says AGENCY/DIVISION.

State Accounting has been testing this new warrant return processing procedure with a large agency since January, 2015 and has not had any issues.

If you have questions as to who the designated individual is for your agency to receive these Replacement Warrants, please contact either Gail Witzki, gail.witzki@nebraska.gov, 471-1417 or Nyla Thomsen, nyla.thomsen@nebraska.gov, 471-4459.

If you have any questions or concerns on this manner, please feel free to let us know.

JB:nrt