



## STATE OF WASHINGTON

**DATE:** May 23, 2013

**TO:** Agency Fiscal Officers

**FROM:** Wendy Jarrett, Assistant Director, OFM Accounting Division  
Dawn Tatman, DES Assistant Director (CIO), Enterprise Technology Solutions  
Phil Grigg, DES Assistant Director, Business Solutions

**SUBJECT: New Process for Reporting Missing Inserted Warrants**

The DES Solutions Center has been contacted by a number of agencies concerning AFRS inserted warrants that have not been received by the payee. In many cases, the payee calls or emails the agency informing them that the envelope did not contain a warrant. Sometimes, it's as simple as the payee not noticing the warrant is reversed in the back of the envelope. But sometimes, the warrant is not included.

DES is studying the cause and possible solutions to this issue, but they need to know how often it happens, why it is happening and which agencies are affected. The group needs your support in reporting occurrences where the payee gets a remittance advice but the warrant is not included.

When a payee calls about a missing warrant, please ask them to double-check the contents of the envelope, and to verify what they actually did receive.

If they did not find a warrant, please ask them to return the contents and the envelope to DES – electronically, if possible\* – to the DES Solutions Center at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov). If they can, they should include the warrant number, payment date and payee name. It will be helpful to have as much of this information as possible.

If the warrant is not recovered, you will need to obtain an Affidavit of Lost or Destroyed Warrant, then cancel and re-issue the missing warrant. (Refer to the *State Administrative and Accounting Manual*, Section 85.38 Other Warrant Procedures.)

We also would appreciate your support in encouraging vendors to use the automated clearinghouse (direct deposit) option when receiving warrants from us. They can sign up on the [DES vendor website](#).

Thank you for your help with this effort. We will keep you informed as we gather data and determine the best solution. In the meantime, if you have questions, please contact the DES Solutions Center at [solutionscenter@des.wa.gov](mailto:solutionscenter@des.wa.gov) or (360) 407-9100.

---

\*If scanning is not possible, please send hard copies to: DES Solutions Center, Box 41450, Olympia, WA 98504 OR Mail Stop 41450