



District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 13-069

Date: May 17, 2013

To: District Fiscal Directors
District Payroll Managers

From: Joyce Shen- Business Advisor, DBAS

Re: New "District Warrant Cancellation Request" Form

The purpose of this bulletin is to communicate the new *District Warrant Cancellation Request Form* for use when your District requests that we cancel an Accounts Payable or Payroll Warrant.

This form was developed to capture all information needed to successfully process your request. You will want to electronically complete the following required fields and then submit the form via e-mail to the Accounting Specialist on your Service Team.

The following fields are required:

- Date
- District
- Warrant #
- Issue Date
- Net Amount
- Payee Name and Address
- Reason for cancellation
- Vol Ded Amount (for Payroll Cancels Only)
- Type of Cancel
- Account String (for Payroll & Deceased Warrants Only)
- Requested By, Title, Date and Phone Number

Payroll Cancel Requests Note: When payroll is processed, specific voluntary deductions and statutory benefits associated with the employee's payroll warrant, are paid to the respective vendors and agencies on behalf of your Districts. Therefore, when a payroll warrant is cancelled, the employee's wages (including these deductions and benefits) are automatically credited back to the District, creating a deficit on SCCOE's Payroll Revolving Fund which must be recovered.

- Your District's Service Team will generate a Cash Transfer to recover the deductions and benefits that have already been submitted to the respective vendors and agencies.

Deceased Employee Warrant Processing Requests Note: When an employee dies and they are owed compensation, their final wages must be processed via the Payroll System for accurate tax and deduction reporting. It is common that the net amount is then paid to the beneficiary through the Accounts Payable system and the Payroll Warrant is only canceled at the bank. This process duplicates the cash being charged to the District, creating a deficit on the Districts' general ledger that must be recovered.

- Your Districts Accounting Specialist will generate a Cash Transfer for the net amount to correct the cash balances in both Districts.

Effective immediately, this will be the only acceptable format for requesting the cancellation of a warrant.

Please distribute this information within your District, as appropriate.

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Julia Hover-Smoot, Grace H. Mah, Anna Song
1290 Ridder Park Drive. San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org



District Business & Advisory Services

District Warrant Cancellation Request

****PLEASE RETURN FORM VIA EMAIL TO YOUR ACCOUNTING SPECIALIST****

****NO HAND WRITTEN FORMS WILL BE ACCEPTED****

Date:		District Name:	
Warrant #:		Payee Name:	
Issue Date:		Payee Address:	
Net Amount:			
		City/ State/Zip	
Vol Ded Amount:		(For Payroll Cancellation Only)	
Reason For Cancellation:			

Type of Cancellation Requested:	
Select Only One	
<input type="checkbox"/>	Accounts Payable
<input type="checkbox"/>	Payroll Cancel (Attach Payroll History Screen)- Acct String Required
	Fnd-Resr-Y-Objt-SO-Goal-Func-CstCr-Ste-Mngr
<input type="checkbox"/>	Payroll Reissue (Lost/Destroyed)
<input type="checkbox"/>	Deceased Employee Warrant Acct String Required
	Fnd-Resr-Y-Objt-SO-Goal-Func-CstCr-Ste-Mngr

District Authorization:			
Requested By:		Date:	
Title:		Phone Number:	

For DBAS Use Only:			
Processed By:		Approved By:	
Title:		Title:	
Date:		Date:	
TF # (Payroll Cancel Only):		Advisor Signature:	