

**STATE OF MONTANA
STATEWIDE ACCOUNTING SYSTEM
PO BOX 200102
HELENA, MT 59620-0102**

**221 - WARRANT
CANCELLATION**

Questions please contact Warrant Writer. E-Mail: warrantwriter@mt.gov, Phone: 444-3092, Fax: 444-2812
Note: All incomplete/altered forms will not be processed.

| | | |
|---|----------------------------|------------------------|
| 1) AP Business Unit | | 2) Voucher ID |
| 3) Warrant Number | 4) Issue Date (mm/dd/yyyy) | 5) Warrant Amount |
| 6) Payee Vendor ID | 7) Payee Name | |
| 8) Agency Contact | | 9) Agency Phone Number |
| 10) Accounting Entries for Warrant Writer Unit (WWU) Journals – Warrants Already Written (WAW) only | | |
| Business Unit | Fund | Account |

11) Reason for Cancelling Warrant

- Lost/Stolen
- Issued in Error
- Destroyed
- Issued to Wrong Vendor
- Other (Please Explain)
- Incorrect Amount

12) Attach Cancelled Warrant Here *REQUIRED*

-OR-

A SABHRS MT Payment Inquiry Print Screen (if warrant not available – Instructions below)...

In SABHRS Financials system, navigate to the MT Payment Inquiry Screen.
PATH: Accounts Payable>Review Accounts Payable Info>Payments>MT Payment Inquiry

Payment Reference = Warrant #

Click search and attach a screenshot of the warrant status information.

| | | | | |
|--|-------------|--------------------------|-------------|------|
| 13) Agency Authorization (Print Name) | | 14) Authorized Signature | | Date |
| To Be Completed by Department of Administration (WWU) | | | | |
| <input type="checkbox"/> Void/Close | By | Date | Verified By | Date |
| WWU Journal ID | By | | | Date |
| <input type="checkbox"/> N/A | Approved By | | | Date |
| # _____ | | | | |