

**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 - Required by all agencies		2) Voucher ID
3) Warrant Number	4) Issue Date (mm/dd/yyyy)	5) Warrant Amount
6) Payee Supplier ID	7) Payee Name	
8) Agency Contact		9) Agency Phone Number
10) Accounting Entries for Warrant Writer Unit (WWU) Journals		
Business Unit	Fund - Universities only	Account - Universities Only

11) Reason for Cancelling Warrant

- Issued in Error
- Destroyed Issued to Wrong Supplier
- 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
# _____				