

**DEPARTMENT OF ADMINISTRATION
STATE ACCOUNTING BUREAU
PO BOX 200102
HELENA, MT 59620-0102**

**223 - EXPRESS
WARRANT
REQUEST**

E-mail completed form to the WWU Helpdesk (warrantwriter@mt.gov) by 12:45 pm.

Note: All incomplete/altered forms will not be processed.

1) AP Business Unit	2) Agency Contact	3) Agency Phone
4) Payee Name		
5) Set ID	6) Voucher ID	7) Supplier ID
8) Location	9) Warrant Amount	
10) Reason for Emergency Warrant		

11) Agency Instructions	<ul style="list-style-type: none"> • Verify warrant has passed budget check and is approved prior to submission. • Submit form via e-mail (warrantwriter@mt.gov) no later than 12:45 pm. • Contact WWU Staff (444-3092) to confirm receipt of the express warrant request. • WWU will contact agency when warrant is ready to be picked up at DOA. • Reminder: Only authorized staff will be permitted to pick up warrant. 						
12) Agency Authorization	<ul style="list-style-type: none"> • I authorize the above payment from the State Treasury. • I certify that appropriation authority exists to cover this payment. • If 1099 reporting is required, the agency will enter that information into SABHRS. 						
	<table border="1"> <tr> <td>Printed Name</td> <td>Title</td> </tr> <tr> <td>Phone Number</td> <td>Signature</td> </tr> <tr> <td></td> <td>Date</td> </tr> </table>	Printed Name	Title	Phone Number	Signature		Date
Printed Name	Title						
Phone Number	Signature						
	Date						

To Be Completed by Department of Administration			
D of A Approval	Approved	Authorized Signature	Date
	Not Approved		
Warrant Processed	Warrant Number	Initials	Date
Print/Mail Notified	Contact/Time	Initials	Date
Agency Notified	Contact/Time	Initials	Date