

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

**224 - COPY OF
CASHED
WARRANT**

Contact Warrant Writer Unit with questions. 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) Supplier ID
4) Payee Name:		
5) Reference (Warrant No)	6) Issue Date (mm/dd/yyyy)	7) Warrant Amount
8) Cashed Date (mm/dd/yyyy)	9) Spray (Sequence) No (for warrants cashed before 3/26/2001)	

10) Attach a SABHRS Payment Inquiry/Vouchers for a Payment Print Screen

Navigate to SABHRS Financials:

- SABHRS Applications/Financials/Accounts Payable/Review Accounts Payable Info/Payments/Payment.
- Input: Reference (Warrant Number), and click the *Search* button to display *Payment Inquiry* screen.
- Click on *Payment Reference ID* to display the *Vouchers For a Payment* screen.

11) Agency Contact		12) Agency Phone Number
13) Agency Authorization	Authorized Signature	Date

To Be Completed by Department of Administration		
D of A Approval	Authorized Signature	Date