



**TO:** Agency Fiscal Offices  
**FROM:** Office of the State Treasurer  
**SUBJECT:** Warrant Cancellations

The Office of the State Treasurer (OST) policy for the warrant cancellation process.

When an agency becomes aware of the need to cancel a warrant and it is prior to the warrant reaching Statute of Limitations (SOL), a Journal Voucher (A7-JV) is created then enters the transaction in the Agency Reporting System (AFRS). OST enters the JV document and warrant numbers into Treasury Management System (TM\$).

Taking the following steps will help cancellations get processed quickly and efficiently.

1. Warrant Cancellations are entered into AFRS by the agency.
2. A pdf of the A7- JV is sent to OST's dedicated mailbox: [warrantinquiry@tre.wa.gov](mailto:warrantinquiry@tre.wa.gov). The file name must be the 4-digit Agency number followed by the 8 character or less document number (for example 090012345678.pdf)
3. The current document number must be eight characters or less (prefixes and suffixes will not be entered into TM\$). Document numbers entered in AFRS & TM\$ must be the same number to clear Unbalanced-In Process reports.
4. The warrant numbers must be listed on the A7-JV document. Enter the individual warrant number in the Document Reference field in AFRS or where space allows for a list of warrant numbers on the A7. OST will not process the cancellation without the warrant numbers. Note: AFRS will accept your entry without the warrant numbers as there isn't an edit check. OST will email agency to re-submit a corrected A7-JV.
5. A7 should include agency #, contact name and phone number.
6. For Statute of Limitation (SOL) entries, corrections or reversals, JV documents do not need to be sent to OST.
7. The issuing agency is responsible to obtain the appropriate supporting documentation, either the warrant or an "Affidavit of Lost or Destroyed Warrant" for warrants lost in the mail (see OFM SAAM 85.38.20). To protect privacy, do not include the copies of warrants or the "Affidavit of Lost or Destroyed Warrant" in the email. Original warrants and affidavits are to be kept by the issuing agency for safekeeping. Retain original warrant for 3 months after cancellation then Destroy. The affidavit is considered a banking record under GS 01013 and should be kept for 6 years, then destroyed.

For questions, please contact OST by email: [warrantinquiry@tre.wa.gov](mailto:warrantinquiry@tre.wa.gov)

