



# Minnesota Management & Budget Statewide Operating Policy

Minnesota Management and Budget, Vendor Payments  
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## Warrant Special Handling Request

### Objective

To provide guidance for processing state warrants that require special handling.

### Policy

The Warrant Special Handling Request form, 0802.02.01F, is used to provide instructions for processing state warrants. This form requires two signatures unless it is submitted because the agency needs to include an attachment. A signature delegation is required for staff identified as authorized signers. Minnesota Management and Budget (MMB) will follow-up on forms submitted with unauthorized signatures. In general, signature responsibility should not be assigned to employees directly involved in voucher input.

Agencies must also identify individuals that are authorized to pick-up warrants from MMB. Warrants will not be released to unauthorized staff. MMB recommends that the individuals who are authorized to pick-up warrants are not also authorized to sign the special handling form.

### Reasons for Special Handling of State Warrants

A warrant generated through the accounting system may require special handling for the following reasons.

- An enclosure must be included with the warrant.
- Agency needs to type an additional payee on the warrant (i.e., land acquisitions).
- The warrant is being mailed to a foreign country and requires additional postage.
- The warrant must be turned over to the paying agency for special processing.
- The payment is being processed as a wire.

### Definitions

#### Warrant Handling Codes in SWIFT

- RE – Regular processing
- WE – Warrant with enclosures
- PW – Pull warrant for special processing

Because Minnesota State Colleges and Universities (MnSCU) users do not have access to these codes on interface files, they must check the separate payment box on the payments tab of the voucher to identify the warrant as special handling.

## Forms

[MMB Statewide Operating Form 0802.02.01F Warrant Special Handling Requests](http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-01-f-warrant-request-form.docx) (http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-01-f-warrant-request-form.docx)

[MMB Statewide Operating Form 0802.02.02F Warrant Special Handling Request Authorized Signatures](http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-02-f-authorized-signature-form.docx) (http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-02-f-authorized-signature-form.docx)

[MMB Statewide Operating Form 0802.02.03X Example of Wire Instructions](http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-03-x-warrant-example.docx) (http://mn.gov/mmb-stat/documents/accounting/forms/0802-02-03-x-warrant-example.docx)

## Related Policies and Procedures

[MMB Statewide Operating Procedure 0802-02.1 Warrant Special Handling Request](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-8/0802-02-01-warrant-handling-procedure.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-8/0802-02-01-warrant-handling-procedure.pdf)

[MMB Statewide Operating Policy 0803-01 Payment Requests, Preparation, and Approval](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-8/0803-01-payment-requests.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-8/0803-01-payment-requests.pdf)

[MMB Statewide Operating Policy 0102-01 Internal Control System](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0102-01-internal-control-policy.pdf) (http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-1/0102-01-internal-control-policy.pdf)