Procedure number #0802-02.1

Warrant Special Handling Request

Date Issued: 08/06/2015
Date Revised: 08/06/2024
Authority: Minnesota Management and Budget, Vendor Payments Unit

OVERVIEW

Purpose Statement

To explain the procedure for processing warrants special handling requests.

PROCEDURE STEPS

Step	Action	Responsible Party	Timeline
1.	Complete Form 0802-02.02F, *Warrant Special Handling Request Authorized Signatures* (if not already on file at MMB). • Part 1 – Agency Information • Part 2 – Name and signature of person approving the authorized signatures • Part 3 – Name and signature of employees authorized to sign and pick-up warrants • Part 4 - Name of employees to remove from the signature or pick-up list	Agency Accounting Unit	As Needed
2.	Prepare invoices (or other payment documents) for input, see Policy 0802-01, *Payment Requests, Preparation and Approval*. • Enter a voucher in SWIFT	Agency Accounting Unit	As Needed
3.	Under payment options on the voucher, update the following: • Bank: ST001 • Account: WF • Method: CHK • Handling: WE or PW • Check the box for separate payment • Update the schedule due date to the current date	Agency Accounting Unit	As Needed

	If the payment method is a wire: • Include the word “wire” in the message field		
4.	Complete Form 0802-02.1F*, Warrant Special Handling Request:* • Complete vendor payment information (forms not fully completed will be returned) • Identify reason for request and complete any special instructions • Secure appropriate signatures	Agency Accounting Unit	Must Be Received by MMB prior to warrant pull date.
5.	Warrant with enclosures, WE • Send material to be included with the warrant to MMB • Only one signature required for warrant enclosure	Agency Accounting Unit	As Needed
6.	Pull Warrant, PW • Agency pickup requires an authorized signature form on file at MMB and a reason why the warrant needs to be picked up	Agency	Within 2 days of warrant printing
7.	Wire • Complete Form 0802-02-03X, Wire Transfer Request • Name on warrant must match the bank account name on the wire instructions (**exception:** land purchases bank account is registered to a title company)	Agency Accounting Unit	Must be received before the date of the wire.
8.	Send the Warrant Special Handling Form (and Wire Transfer Request Form, if applicable) to: • Email – syscomp.mmb@state.mn.us • Mail documents or interoffice to: MMB, 400 Centennial Building, 658 Cedar St., Attn: Pull Warrants -Vendor Payments 658 Cedar St, St. Paul, MN 55115 • Fax – 651-797-1307	Agency	As Needed
9.	Processes the warrant in accordance with the agency's instructions.	MMB Vendor Payments	As Needed
10.	Authorized agency staff picks up warrant(s) from MMB Vendor Payments staff • MMB will request identification • Signature required for release of warrant(s)	Authorized Agency Employee	As Needed

RELATED POLICIES, PROCEDURES, AND RESOURCES

- Form 0802-02.01F, *Warrant Special Handling Request*
- Form 0802-02.02F, *Warrant Special Handling Request Authorized Signatures*
- Form 0802-02-03X, Wire Transfer Request
- MMB Statewide Operating Policy 0802-02, *Warrant Special Handling Request*
- MMB Statewide Operating Policy 0802-01, *Payment Requests, Preparation, and Approval*
- MMB Statewide Operating Policy 0102-01, *Internal Control System*

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