

Procedure number #0802-02.1

# Warrant Special Handling Request

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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.	<p>Complete Form 0802-02.02F, <i>Warrant Special Handling Request Authorized Signatures</i> (if not already on file at MMB).</p> <ul style="list-style-type: none"> <li>Part 1 – Agency Information</li> <li>Part 2 – Name and signature of person approving the authorized signatures</li> <li>Part 3 – Name and signature of employees authorized to sign and pick-up warrants</li> <li>Part 4 - Name of employees to remove from the signature or pick-up list</li> </ul>	Agency Accounting Unit	As Needed
2.	<p>Prepare invoices (or other payment documents) for input, see Policy 0803-01, <i>Payment Requests, Preparation and Approval</i>.</p> <ul style="list-style-type: none"> <li>Enter a voucher in SWIFT</li> <li>Select Pay terms 000 (Net 0)</li> </ul>	Agency Accounting Unit	As Needed
3.	<p>Under payment options on the voucher, update the following:</p> <ul style="list-style-type: none"> <li>Bank: ST001</li> <li>Account: WF</li> <li>Method: CHK</li> <li>Handling: WE or PW</li> <li>Check the box for separate payment</li> </ul>	Agency Accounting Unit	As Needed

	<p>If the payment method is a wire:</p> <ul style="list-style-type: none"> <li>• Include the word “wire” in the message field</li> </ul>		
4.	<p>Complete Form 0802-02.1F, <i>Warrant Special Handling Request</i>:</p> <ul style="list-style-type: none"> <li>• Complete vendor payment information (forms not fully completed will be returned)</li> <li>• Identify reason for request and complete any special instructions</li> <li>• Secure appropriate signatures</li> </ul>	Agency Accounting Unit	Must Be Received by MMB prior to warrant pull date.
5.	<p>Warrant with enclosures, WE</p> <ul style="list-style-type: none"> <li>• Send material to be included with the warrant to MMB</li> <li>• Only one signature required for warrant enclosure</li> </ul>	Agency Accounting Unit	As Needed
6.	<p>Pull Warrant, PW</p> <ul style="list-style-type: none"> <li>• Agency pickup requires an authorized signature form on file at MMB and a reason why the warrant needs to be picked up</li> </ul>	Agency	Within 2 days of warrant printing
7.	<p>Wire</p> <ul style="list-style-type: none"> <li>• Complete Form 0802-02-03X, Wire Transfer Request</li> <li>• Name on warrant must match the bank account name on the wire instructions (<b>exception:</b> land purchases bank account is registered to a title company)</li> </ul>	Agency Accounting Unit	Must be received before the date of the wire.
8.	<p>Send the Warrant Special Handling Form (and Wire Transfer Request Form, if applicable) to:</p> <ul style="list-style-type: none"> <li>• Email – <a href="mailto:syscomp.mmb@state.mn.us">syscomp.mmb@state.mn.us</a></li> <li>• Mail documents or interoffice to: MMB, 400 Centennial Building, 658 Cedar St., Attn: Pull Warrants -Vendor Payments 658 Cedar St, St. Paul, MN 55115</li> <li>• Fax – 651-797-1307</li> </ul>	Agency	As Needed
9.	Processes the warrant in accordance with the agency's instructions.	MMB Vendor Payments	As Needed
10.	<p>Authorized agency staff picks up warrant(s) from MMB Vendor Payments staff</p> <ul style="list-style-type: none"> <li>• MMB will request identification</li> <li>• Signature required for release of warrant(s)</li> </ul>	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](#)

## CONTACT

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