

Policy number #0802-02

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 provide guidance for processing state warrants that require special handling.

Policy

To provide instructions for processing state warrants, use Form [0802-02.01F, Warrant Special Handling Request](#). This form requires two authorized 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.

Warrant Handling Codes in SWIFT

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

Minnesota State Colleges and Universities System 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.

Authorized Signatures

Agencies are required to complete and return to MMB, Form 0802-02.02F, Warrant Special Handling Request Authorized Signatures which serves as the delegation of staff identified as authorized signers and authorized to pick up warrants.

Authorized signatures are required on the following: Memo to Request a Stop Payment, Request for Address Corrections, Wire Transfer Request, Warrant Special Handling Request, and Request for Refund of Sales Tax.

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 Form](#)
- [MMB Statewide Operating Procedure 0802-02.1, 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

Name: Rachel Douglas, Supplier Payments Supervisor

Email: Rachel.Douglas@state.mn.us

Phone: 651-201-8119