

Lost or Destroyed Warrants Procedure

Objective

To explain the process to replace lost or destroyed warrants per [Minnesota Statute 16A.46](https://www.revisor.mn.gov/statutes/?id=16A.46) (<https://www.revisor.mn.gov/statutes/?id=16A.46>).

General Procedures

Step	Action	Responsible Party	Timeline
1.	Destroyed warrants should be marked void and returned to Minnesota Management and Budget by the vendor or issuing agency.	Vendor or Agency	N/A
2.	A cancel/reissue transaction is entered in SWIFT to create a new warrant.	MMB Vendor Payments	N/A
3.	If the vendor does not receive a payment and it is assumed lost, the agency that issued the payment should submit a stop payment form to MMB.	Agency	N/A
4.	Notarized affidavits must be completed by the payee when: <ul style="list-style-type: none"> • the payee requests a replacement warrant to be mailed to a different from the address printed on the original warrant; and/or • the warrant is over 120 days past the issue date. 	Payee	N/A
5.	A cancel/reissue transaction is entered in SWIFT to create a new warrant.	MMB Vendor Payments	N/A

Related Forms

0803-03.1F Stop Payment Memo for Lost Warrant

0803-03.2F Affidavit Dual (must request from syscomp.MMB@state.mn.us)

Related Policies and Procedures

0803-03 Lost or Destroyed Warrants