

## Warrant Special Handling Request

### Part 1: General Information

Business Unit:	Payment Date:
Agency Name:	Contact Phone:
Contact Name:	

### Part 2: Payments Requiring Special Handling

List the payments that require special handling below in supplier number order. If there are more payments than lines provided on this form, please send a Microsoft Excel spreadsheet with the payment information to MMB.

Supplier Number	Supplier Name	Voucher Number	Voucher Amount

### Part 3: Reason for Request

Request Reason	Additional Information
<input type="checkbox"/> Mail additional materials with the warrant (warrant enclosures)  <input type="checkbox"/> Mail to a different address - Provide the address in the adjacent box  <input type="checkbox"/> The agency will pick-up the warrant - Provide a reason in the adjacent box  <input type="checkbox"/> Wire transfer - Send wire instructions to MMB for processing	      

### Part 4: Authorization

Two authorized signatures are required for all requests except warrant enclosures. Warrant enclosures require one authorized signature. **Note: Please download this form for digital signature options.**

Name (Typed):	Name (Typed):
Signature:	Signature:

## Instructions for Completing the Warrant Special Handling Request Form

### Part 1: General Information

Enter the following information about the agency creating the payment:

1. Business Unit: The agency's five character number
2. Agency Name: The agency's name and subdivision name
3. Contact Name: A contact name to answer questions about the payment(s) being made
4. Contact Phone: The contact's phone number

Also enter the following information:

- Payment Date: Enter the date that the warrant(s) will be generated

### Part 2: Payments Requiring Special Handling

Enter the following information about the payments requiring special handling. List the payments in supplier number order. If there are more payments than lines provided on this form, please send a Microsoft Excel spreadsheet with the payment information to MMB.

1. Supplier Number: Enter the supplier's number found in SWIFT
2. Supplier Name: Enter the supplier's name
3. Voucher Number: Enter the voucher number that will create the payment
4. Voucher Amount: Enter the amount that will be paid to the supplier

### Part 3: Reason for Request

Check one of the following items as a reason for the request:

1. Mail additional materials with the warrant (warrant enclosures)
2. Mail to a different address
3. The agency will pick-up the warrant
4. Wire transfer

### Additional Information Section

- If the warrant is to be mailed to a different address, enter the address in the "Additional Information" section
- If the warrant is to be picked up by the agency, provide a reason in the "Additional Information" section

### Wire Transfers

If the payment will be transmitted to the supplier as a wire, also provide a "Wire Transfer Request" form containing additional wire instructions.

### Part 4: Authorization

Two authorized signatures are required for all requests except warrant enclosures. Warrant enclosures require only one authorized signature. Provide a typed name with each authorized signature when submitting the request form.

Updating an agency's authorized signature list can be performed by submitting Form 0802-02.02F "Warrant Special Handling Authorized Signatures" to Minnesota Management and Budget.

### Completed Forms

Send completed forms to the following:

Minnesota Management & Budget  
Vendor Payments  
658 Cedar Street # 400  
St. Paul, MN 55155

Email: [syscomp.mmb@state.mn.us](mailto:syscomp.mmb@state.mn.us)  
Fax: (651) 797-1307