

**OUHSC ACCOUNTS PAYABLE**  
**WARRANT CANCEL/STOP PAY/REISSUE REQUEST FORM**  
 EMAIL: [AP-PROCESSING@NET.OU.EDU](mailto:AP-PROCESSING@NET.OU.EDU); CAMPUS MAIL: SCB 218  
 PHONE: (405)-271-2410 or FAX: (405) 271-2367

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PLEASE PROVIDE WARRANT INFORMATION:**

VOUCHER #	CLAIM #	INVOICE #	WARRANT #	WARRANT DATE	AMOUNT	VENDOR NAME - AS ENTERED IN THE VENDOR FILE

Purpose for this request: \_\_\_\_\_

**PLEASE CHECK ONE:**

**\*Warrant Cancellation (Must attach a warrant to this request)**

You can request a hard cancel of a warrant, within 90 days of the warrant date, if you have the check in hand. This will return the funds to your account. 290 and 430 cash funds are managed by OSF and therefore the money is maintained in OSF accounts. So it is crucial you return the warrant for the cancellation prior to 90 days if the money is not due to the payee so the department can be refunded for the payment.

If you do not have the warrant, all warrants automatically cancel by statute after 90 days if not redeemed. If the warrant was paid by 701 cash funds (MISCA, CLNOP, CLNSP, SUAUX, RSTUL, AGENC, INSLN, 00701, AND HEART) the affected account will be given credit for the cancel. These cancellations are performed once monthly at month end. 290 or 430 cash funds will not be returned to the department if cancelled by statute. It will remain in OSF accounts until requested to be reissued (within 36 months). See Reissue below.

**\*Warrant Stop Payment**

Warrants that have not yet cancelled by statute and have been lost in transit, destroyed, or damaged and need to be replaced require a stop payment request. The State Treasurer's Office assesses a \$10.00 fee for each stop payment request processed by that office. Financial Services passes this charge back to the requesting department for 701 cash funds, non-educational and general funds (i.e., MISCA, CLNOP, CLNSP, SUAUX, RSTUL, AGENC, INSLN, 00701, AND HEART PeopleSoft funds). NOTE: Stop pays do not cancel warrants. They only prevent the warrant from being honored if presented for payment. The cancellation will occur after 90 days when the warrant cancels by statute.

If you want the \$10.00 charged to a different chartfield than what is on the original payment, please list it below.

Fund	Org	Program	Subclass	Proj/Grant

**Warrant Reissue**

Warrants that have been cancelled by statute or issued a stop pay that were paid by 290 or 430 cash funds (**STATE, EDWCH, SPNSR, or MISCD**) must be reissued through OSF. Upon completion of this request form, AP will send an affidavit form to you that must be routed to the Payee/Vendor to sign and notarize. The original form must be returned to AP to process. This check will be reissued by the state and sent to Accounts Payable. This could take 2-3 weeks. *If reissuing, please provide the vendor's correct remittance address:* \_\_\_\_\_

Warrants that have been cancelled by statute or issued a stop pay that were paid on 701 cash funds (i.e. MISCA, CLNOP, CLNSP, SUAUX, RSTUL, AGENC, INSLN, 00701, AND HEART), can be re-entered by the department and sent to AP for processing. Use RP at the end of the original invoice number and send a copy of the backup documentation you have from the original voucher. Note in the voucher comments that this is a reissue.

**\*The affected account, depending on the payment fund, may be given credit.**