



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

SUBJECT: PROCESSING PAYMENTS AND WARRANT DISTRIBUTION

SECTION:	8	CATEGORY: Accounts Payable
POLICY NUMBER:	803	Replaces SPM III-B-4-1.1 Warrant Distribution 8/20/1987
REVISED/ LAST REVIEWED:	3/25/02	APPROVED BY: <i>Robert Byrd</i>

PURPOSE: To describe the processing payment and warrant distribution procedures.

SCOPE: Applies to County departments, agencies, special districts, and authorities, that are governed by Riverside County Board of Supervisor, and/or which maintain funds in the County Treasury.

POLICY: All approved vouchers selected for payment will be processed by the Auditor-Controller's Office (ACO) in the nightly pay cycle process.

PROCEDURE: All warrants will be mailed directly (see exceptions) to the payee on a daily basis.

1. Direct mailing exceptions include the following:
 - a) Warrants regulated by legal requirements
 - b) Postmaster warrants
 - c) Warrants which have been designated to be returned to the issuing department in the voucher creation process
 - d) Others: A memorandum signed by the department head or his authorized representative must accompany the voucher explaining the nature of the exception. These are subject to ACO approval. If a memorandum is not attached, the warrant will be mailed.

2. Special Handling of Warrants
 - a) Warrants requiring special handling for distribution will be available for pick up at the ACO between the hours of 2:00 p.m. and 4:00 p.m. daily.
 - b) A department head approved "Authorization to Receive Issued Warrants Form" (which lists the department representatives authorized to pick up warrants) must be on file with the ACO before warrants are released.
 - c) Warrants to be released will be recorded in a register. The department representative will be required to sign the register prior to taking possession of the warrants.

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