

OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL



PART: VI CHAPTER: 1	PAGE 1 OF 1 PAGES
DATE: September 18, 1996	DIVISION: General Accounting Division
EFFECTIVE: September 18, 1996	APPROVED BY: <i>Anthony Bellanca</i>
ISSUANCE: Initial Issue	
SUBJECT: RELEASE OF COUNTY B WARRANTS TO DEPARTMENT, SPECIAL DISTRICT OR AGENCY EMPLOYEE	

PURPOSE: To provide uniform instructions for the release of County B warrants from the Auditor-Controller's Office (A-C) to department, special district or agency employee.

SCOPE: Applies to all departments, special districts and agencies required to keep their funds in the County Treasury.

POLICY: Authorized department, special district or agency employees may pick up County B warrants (except employee reimbursements) from the A-C in accordance with the procedures described below.

Departments, special districts and agencies are considered to have accepted responsibility for the safekeeping of warrants released to their employees. Warrants are to remain in the possession of a County, special district or agency employee until placed in the mail or presented to a vendor.

PROCEDURES:

A. Warrant Release Process:

1. To ensure that a warrant is available for release, the check category field on the payment voucher (PV) header must be completed with the code "RW". At the top of the PV, the phrase, "Return Warrant to Department," must be written in red ink.
2. Only an authorized employee may sign for and receive warrants available for release. Warrants may be picked up at the Accounts Payable (A/P) service window between 2:00 p.m. and 4:00 p.m. on business days. Picking up warrants outside established hours must be coordinated with the A-C A/P Supervisor. The employee picking up warrants will be asked to show identification.
3. The employee must verify the released warrant numbers to those numbers posted in the log book. If the numbers match, the employee must sign his/her name and fill in the date and time the warrants were received.

B. Definitions:

1. Authorized Employee:
An authorized employee is a permanent or temporary County employee whose name is included on a properly authorized Authorization to Receive Warrants Form (AU-GA-011). A completed form must be filed with the A-C prior to warrants being released. The form is available through the A-C A/P section. Temporary agency personnel and volunteer staff are not eligible to be authorized.
2. Business Days:
The A-C observes the County's synchronized 9/80 work schedule. Business days are Monday through Thursday each week and every other Friday.