



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

		SUBJECT: WARRANT DISTRIBUTION AND UNDELIVERABLE COUNTY WARRANTS
SECTION:	2	CATEGORY: ACCOUNTS PAYABLES POLICIES
POLICY NUMBER:	210	
REVISED DATE:	04/01/19	APPROVED BY: <i>Paul Angelo</i>

PURPOSE: To establish standard guidelines for County departments, agencies, and special districts on the handling and distribution of issued County Vendor Warrants; also known as "B" Warrants either through the U.S. Postal Service (mail) or released to an authorized department, special district or agency employee.

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

POLICY: The Auditor-Controller's Office (ACO) distributes warrants based on the payment handling code selected by the issuing department, special district, or agency when vouchers are entered in the People Soft Financial System. All issued county vendor warrants are mailed via the U.S. Postal Service, with the exception of those that will be returned to the issuing party upon approved request.

PROCEDURE: This policy includes information on voucher payment handling codes, describes the processes to be followed when mailing or picking up a County Vendor Warrant from the ACO, and provides guidance on the Approval Forms necessary for this process: **SPM Form AP-2** and **Exemption Request Form-A/P Return Warrants**. This procedure is outlined in further detail below:

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WARRANT DISTRIBUTION

To properly safeguard warrants from being distributed to unauthorized persons and to guard against misappropriation of funds the following procedures have been established. Any questions regarding the handling of warrants should be immediately directed to the ACO Accounts Payable Manager/Supervisor or General Accounting Division Chief.

EXEMPTION REQUESTS

On a daily basis, pay cycles are run to capture those vouchers that have been processed, department and ACO approved and are due for payment. If payment is to be made by a warrant, once the warrant is generated it is then prepared for mailing. All issued county vendor warrants are mailed via the U.S. Postal Service unless there is a substantiated business reason why warrants need to be returned to the issuing department. That substantiated business reason must be clearly documented on an Exemption Request Form prior to the initial request or the processing of voucher payments.

Exemption Request Forms must be submitted to the ACO for approval and **MUST** be completed in its entirety and include required supporting documentation. Requesting parties will be notified within five business days of their exemption status once it has been reviewed.

- a. If an Exemption status is **granted**, the approval will remain in effect until deemed otherwise by the General Accounting Division Chief. The department, special district or agency is then required to complete SPM Form AP-2, *Request to Establish or Update List of Persons Authorized to Receive Issued Warrants*, in order to designate those individuals authorized to pick up county warrants.
- b. If an Exemption status is **denied**, then the requesting entity will not be able to pick up County "B" warrants and all payments made by the requesting entity will be mailed directly to the vendor using the remit to address selected in the voucher.

SPM FORM AP-2

- 1) Once a department has been authorized to pick up warrants, SPM AP-2 must be completed to indicate which individual(s) will be authorized to pick up and or receive warrants.
- 2) SPM Form AP-2, *Request to Establish or Update List of Persons Authorized to Receive Issued Warrants*, must be completed in its entirety and returned to the Auditor-Controller's Office. The following requirements must be adhered to when completing SPM AP-2:
 - a. SPM AP-2 Form is valid for **ONLY** the current fiscal year.
 - b. A new SPM AP-2 Form is required at the start of each new fiscal year, beginning (July 1st).
 - c. Departments are ***required to update this form any time an employee joins or leaves employment with their office*** and/or quarterly to ensure only the most current information is always maintained on file. If this form is not completed or an employee is not listed on the form, they will be prohibited from picking up warrants from the ACO.

Note: When updating an SPM AP-2 Form during the fiscal year to add or remove individuals, each authorized party listed on the current form on file will be required to sign the new form being submitted in order to remain authorized.

- d. Temporary Agency Personnel (TAP) and volunteer staff are not eligible to be authorized on this form.

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- e. Employee's full signatures (no initials) are required on the *SPM AP-2 Form* and must be completed in BLUE ink only.
- f. The SPM AP-2 Form is required to be signed by the Department Head or a designee. For special districts and other agencies, it must also be an authorized official or designee to be considered valid.

DEPARTMENT RESPONSIBILITIES

During the electronic voucher entry stage in PeopleSoft Financials, assigned department processors should take care when selecting the appropriate payment handling code.

The following is a list of valid payment handling codes that may be selected during voucher processing. These codes are located on the "Payment Information" tab of the voucher to indicate the preferred handling of printed warrants by the issuing entity.

1) Payment Handling Codes that indicate a warrant will be **mailed** are:

- **RE** = Regular Handling (system default)
- **DB** = Deposit Based Refunds (TLMA)
- **HC** = Riverside County Health Care Payments (RCRMC)
- **MI** = MISP Payments (RCRMC)
- **OM** = Overnight Rush- MAIL
- **TR** = Treasurer/Tax Refund

2) Payment Handling Codes that indicate a warrant is to be **held for pick-up** are:

- **RW** = Return Warrant (default handling code for requesting a returned warrant)
- **AC** = Rones (ACO)
- **AG** = Payroll Garnishments (ACO)
- **AT** = Tax Apportionments (ACO)
- **EC** = Exclusive Care
- **GL** = General Liability (HR-Risk Mgmt.)
- **LV** = Return to Levy Desk (ACO)
- **OH** = Overnight Rush-HOLD FOR PICK-UP
- **PL** = Professional Liability (HR-Risk Mgmt.)
- **PT** = Property Tax Refunds (ACO)
- **RP** = Replace Stale-dated, Lost, or Forged Warrants (ACO)
- **WC** = Workers Compensation (HR)
- **W7** = 7% FTB Withholding (ACO)

For more information on how to enter a voucher into the PeopleSoft Financial System for payment processing please review, SPM 203 - Processing Vouchers.

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WARRANT DISTRIBUTION BY MAIL

- a. Voucher processors must select the correct remit to address in People Soft Financials based on the remit to address listed on the vendor’s invoice. If the correct mailing address is not listed in the vendor code for selection, processors should request to have the address added to the vendor code using an SPM Form AP-7. See SPM Policy 201-Establishing or Changing Vendor Code Information for direction on the use of the AP-7 form.
- b. Any additional documentation required by the vendor to post payments should be mailed to the vendor directly by the department upon issuance of the County Warrant.
 - The ACO does not attach or include copies of invoices or invoice remittance advices with the warrants being sent via U.S.P.S. mail.
 - Departments that need to provide additional descriptive details with their payment are encouraged to utilize the “Message” field on the “Payment Information” tab of the voucher to explain the nature of their payment. That message is then printed on the remittance portion of the warrant. See SPM 203-Processing Vouchers for further direction on entering message descriptions into vouchers.

WARRANT DISTRIBUTION-HOLD FOR PICK-UP

- a. Upon being granted approval to pick up warrants, departments, special districts, and agencies are responsible for the transfer and safekeeping of warrants released to their employees. Warrants are to remain in the possession of an authorized County, special district, or agency employee until placed in the mail, routed through a common transportation carrier, or presented to a vendor for payment. The authorized employee receiving the warrants:
 - Must be listed on the current Authorized *SPM Form AP-2* for their department on file with the ACO.
 - Must present his or her valid County ID on each visit to the ACO front counter to receive requested warrants.
 - Will be asked to sign a Warrant Distribution Control Log that will record the transfer of responsibility from the ACO to the receiving party.

AUDITOR-CONTROLLER (ACO) RESPONSIBILITIES

- 1) The ACO will maintain all *SPM AP-2 Forms* on file authorizing County employees to receive warrants.
- 2) The ACO will maintain all *Exemption Request Form-A/P Return Warrants Forms* on file to confirm exemption status for a requesting department, special district, or agency.
- 3) Warrants are available for pick-up at the ACO 11th Floor Front Desk window between the business hours of 11:00 am to 4:00 pm, Monday thru Friday. Picking up warrants outside these established timeframes must be pre-approved with the ACO Accounts Payables Manager and approval will be reserved only for extreme circumstances only
- 4) The ACO will maintain a *Warrant Distribution Control Log* that contains a listing of all warrants available to be released to authorized requesting parties, separated by Business Unit.

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- a. ACO personnel will check county identification badges for all authorized employees picking up warrants in addition to:
 - Verifying that the information on the *Warrant Distribution Control Log* matches the printed warrant(s) they will be receiving.
 - Having the designated employee sign the *Warrant Distribution Control Log* indicating that they have received the listed warrants for their department, special district, or agency.

UNDELIVERABLE COUNTY WARRANTS

Occasionally warrants are returned back to the ACO as undeliverable by the post office. The ACO will record the returned warrants in a distribution log then returned it back to the issuing department. The department will be responsible for contacting the vendor and verifying or updating the address, if necessary.

- If the address is correct, the department is responsible for mailing the warrant back to the vendor
- If the address is incorrect, the issuing department MUST contact ACO Vendor Code team to update the address, Cancel the Warrant then reissue with the correct address. **The department is prohibited from simply placing the warrant in another envelope and relabeling it with the correct address.** Properly changing the address will ensure future payments will not be delayed or returned in the mail. For further instructions, *Refer to SPM 215 – Department Request to Cancel or Void a Warrant*

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SAMPLE EXEMPTION REQUEST FORM - A/P RETURN WARRANTS



COUNTY OF RIVERSIDE
OFFICE OF THE
AUDITOR-CONTROLLER

County Administrative Center
4080 Lemon Street, 11th Floor
P.O. Box 1326
Riverside, CA 92502-1326
(951) 955-3800
Fax (951) 955-3802

ACO AUDITOR
CONTROLLER
COUNTY OF RIVERSIDE

Paul Angulo, CPA
Auditor-Controller

EXEMPTION REQUEST FORM - A/P RETURN WARRANTS

Please complete this form in its entirety for consideration of exemption to the change in Return Warrant procedure process - ALL County warrants mailed directly to the vendor from the Auditor-Controller's Office.

Dept ID	Department Name

Provide justification for exemption: _____

Primary reason warrants are returned: _____

Average amount of warrants picked up from ACO daily: _____

Exempt Item/Transaction Type	Justification for Returned Warrant

****Note: You may attach a separate sheet of paper for additional justifications.**

(1) Does your department have written policies and procedures over the safeguarding of assets?

Yes No If yes, please submit a copy with this form.

(2) Does your department have written policies and procedures over the distribution of county warrants?

Yes No If yes, please submit a copy with this form.

(3) Will the warrants be stored in a locked safe or drawer until distribution?

Yes No If no, explain how they will be secured: _____

****If a 'No' answer is marked in any of the above, the request will not qualify for Exemption.**

(4) Name the individuals and their titles who will have access to the storage area:

Employee Name	Title

By signing this exemption form, I provide the Board of Supervisors, Executive Office, and the Auditor-Controller's Office with an extended assurance of security over disbursement of County warrants.

Department Head or Authorized Designee (Print) _____ Title _____

Signature _____ Date _____ Phone _____

To Be Completed By the Auditor-Controller's Office

Approved Denied

Chief Accountant, General Accounting Division _____

Date _____

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SAMPLE SPM AP-2 FORM



**REQUEST TO ESTABLISH OR UPDATE LIST OF PERSONS
AUTHORIZED TO RECEIVE ISSUED WARRANTS
OFFICE OF THE AUDITOR-CONTROLLER**

**SPM FORM
AP-2**
(Policy #809)

Note: All departments, agencies, and special districts are required to provide the Auditor-Controller's office with a current and updated Authorization List to Receive Issued Warrants Form AP-2 each fiscal year.

Business Unit			Department Name	Department ID	Effective Date
			PRINT INFORMATION		NORMAL SIGNATURE <i>In blue ink ONLY.</i> <i>(Initials will not be accepted)</i>
ADD	REMOVE	KEEP	NAME	TITLE	
			1.		
			2.		
			3.		
			4.		
			5.		
			6.		
			7.		
			8.		
			9.		
			10.		
			11.		
			12.		
			13.		
			14.		
			15.		

I hereby authorize the above listed individuals to receive issued warrants on behalf of my department.
***Only those individuals marked as "add" or "keep" are authorized to receive warrants. Any individuals indicated above as "remove" are no longer authorized to receive warrants on behalf of the department effective immediately.**

SIGNATURE OF DEPARTMENT HEAD/DESIGNEE **DATE**

Department Contact Info:

Name **Email** **Phone**

Name **Email** **Phone**

To Be Completed By the Auditor-Controller's Office

Accounts Payable Supervisor Approval **Date**

Revised May 2014

Standard Practice Manual-Form AP-2
 Authorization to Receive Issued Warrants

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