



Illinois Department of Corrections

Administrative Directive

Number: 02.27.107	Title: Warrant Replacement	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.27.107 effective 3/1/2006

Authority: 730 ILCS 5/3-2-2 Statewide Accounting Management System (SAMS)	Related ACA Standards: 5-ACI-1B-01, 03, 07-12
Referenced Policies:	Referenced Forms: C-50 – Comptroller’s Warrant Action Request

I. **POLICY**

The Department shall process replacements for lost, stolen or destroyed warrants in accordance with the guidelines in this directive.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a procedure for obtaining replacement warrants from the Comptroller's Office.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Requirements**

1. Upon notification by a vendor of an overdue unpaid bill, the facility Business Office shall:
 - a. Verify payment has been vouchered.
 - b. Verify the issuance of the warrant, the issue date and the warrant status by utilizing the Voucher inquiry and Warrant inquiry screens in SAMS.
 - c. Advise the vendor of the warrant date and number and the mailing address.
 - d. Determine if the warrant was lost, stolen or destroyed.
 - e. Notify the Fiscal Services Accounting and Compliance Unit to request a warrant replacement for a lost, stolen or destroyed warrant.
2. Upon notification of a lost, stolen or destroyed payroll warrant, the facility Business Office shall:
 - a. Verify payment has been vouchered.
 - b. Notify the Manager of Payroll to request a warrant replacement for a lost, stolen or

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destroyed warrant.

3. Upon receipt of a request from the facility Business Office for a replacement warrant, the Fiscal Services Accounting and Compliance Unit or the Manager of Payroll as appropriate shall:
 - a. Complete the Comptroller's Warrant Action Request, C-50, and mark "Replace Warrant" for the Comptroller to authorize a stop payment order in accordance with Procedure #21.20.20 of the SAMS Manual.
 - b. Forward the completed C-50 to the Comptroller for processing and retain a copy for departmental files.
4. Upon receipt of the C-50 the Comptroller will issue a stop payment order, if so requested, and obtain vendor certification of lost, stolen or destroyed warrant and entitlement of funds.
5. Upon receipt of the vendor certification, the Comptroller will issue a replacement warrant.
 - a. If the replacement warrant will be issued within one year from the date of issue of the original warrant and the original warrant has not been returned to the Comptroller to be canceled for redeposit, the replacement warrant will be issued by the Comptroller on the original voucher.
 - b. If the replacement warrant will be issued within one year from the date of issue of the original warrant and the original warrant has been canceled for redeposit, a Warrant Canceled Notice will be sent to the Fiscal Services Accounting and Compliance Unit by the Comptroller notifying them of the action.
 - (1) The Fiscal Services Central Accounting Section shall advise the facility Business Office of the warrant cancellation for redeposit.
 - (2) Upon notification, the facility Business Office shall prepare a new voucher and submit to Accounts Payable who shall then forward it to the Comptroller.

NOTE: The voucher shall be drawn on the same appropriation that the original was drawn unless it has lapsed or is completely encumbered. If the appropriation has lapsed, a voucher drawn on the Warrant Escheat Fund will be necessary to effect payment.
 - c. If the replacement warrant will be issued from one year to ten years from the date of issue of the original warrant, the Comptroller shall issue the warrant drawn on the Warrant Escheat Fund.