



Illinois Department of Corrections

Administrative Directive

Number: 02.60.150	Title: Warrant Action Request Form	Effective: 2/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.60.150 effective 11/1/1996

Authority: 730 ILCS 5/3-2-2 Comptroller's Uniform Statewide Accounting System (CUSAS), Sect. 21	Related ACA Standards: 5-ACI-1B-03, 07, 08
Referenced Policies:	Referenced Forms: C-50 – Warrant Action Request

I. POLICY

A replacement payroll warrant or a stop payment on a written payroll warrant may be initiated in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a method for processing a Warrant Action Request to replace or stop a payroll warrant.

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. General Provisions

1. A Warrant Action Request, C-50, may be used to:
 - a. Request a replacement payroll warrant for any of the following reasons:
 - (1) Lost, stolen or mutilated payroll warrant.
 - (2) Overpayment of an employee's wages.
 - (3) Erroneous computations or codes on a payroll warrant.
 - (4) Receipt of an Internal Revenue Income Tax Levy requiring recalculation of a processed salary warrant.
 - b. Request a stop payment on a salary warrant prepared for an employee who was not due any compensation for the pay period.
2. If time is of a critical factor, the facility's Payroll Specialist shall telephone the Central Office Payroll Section in Springfield, (217) 557-6010 extension 4416 or email DOC.PayrollOffice, and

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give the reason and all necessary information regarding the need to rewrite a warrant. All telephone requests shall be followed immediately by a written C-50, prepared in accordance with Procedure 21.20.20 of the CUSAS Manual.

3. The completed C-50 plus any attachments shall be forwarded to the Central Office Payroll Section in Springfield.
 4. The Central Office Payroll Section shall audit, obtain signature, date and forward the C-50 to the Office of the Comptroller and retain a copy for record keeping purposes.
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