

---

ACCOUNTS PAYABLE WARRANT CANCELLATION (ACC-W042)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 This work instruction discusses the process that is used to cancel warrants created by Accounts Payable.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1 Accounting Services Supervisor

Approved Signature on File

**4.0 DEFINITIONS:**

- 4.1 Escape – District’s financial software
- 4.2 SCOE – Sacramento County Office of Education

**5.0 WORK INSTRUCTION:**

- 5.1 Obtain original warrant (stale dated warrants do not apply) and affidavit/stop payment forms.
- 5.2 Gather supporting documentation from files.
- 5.3 Log in to Escape.
- 5.4 Enter into the correct bank account.
- 5.5 Type in warrant number or range of numbers.
- 5.6 Mark warrant(s) for cancellation.
- 5.7 Determine whether warrant(s) is (are) to be reissued.
- 5.8 Give brief explanation of cancellation.
- 5.9 Stamp warrant and copy of warrant cancelled.
- 5.10 Remove original supporting documentation if warrant is to be reissued.
- 5.11 Set aside cancelled warrant and attach to warrant register going to SCOE.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Original warrant
- 6.2 Supporting documentation
- 6.3 Warrant register

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Supporting documentation	File cabinet in office	Two years	Recycle	Access limited to Accounting Staff

---

ACCOUNTS PAYABLE WARRANT CANCELLATION (ACC-W042)  
Sacramento City Unified School District

---

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/10/06	A	Initial Release
3/31/08	B	Updated title, responsibility, and work instruction 5.1

**\*\*\* End of work instruction \*\*\***