

## **Warrant Adjustment (WA)** <sup>[1]</sup>

**Effective Date: 1/06/2020**

### **Purpose**

- To cancel a check (i.e., warrant).
- To request reissue of the payment when the payee name and payment amount remain the same.
- To request reissue when the payment requires a new address only (provide the new address on the WA and Payables will process the new payment).
- Note: If either the payment amount or the payee name changes from the original check, submit a WA to cancel the original payment **and** submit a new payment request for processing.

**Stale-Dated Checks:** PSC checks will stale date after 120 days if they have gone uncashed by the payee. The PSC actively works with departments/payees to prevent payments from stale dating. A WA is required if a stale-dated payment needs to be cancelled without reissue, or to update an address and reissue the payment.

### **Download the Warrant Adjustment form below**

#### **Files:**



[Warrant Adjustment \(WA\)](#) <sup>[2]</sup>

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**Source URL:** <https://www.cu.edu/psc/forms/warrant-adjustment-wa>

#### **Links**

[1] <https://www.cu.edu/psc/forms/warrant-adjustment-wa>

[2] <https://www.cu.edu/sites/default/files/policies/40578-warrant-adjustment-wa/files/form-wa-01062020-unlocked-signatures-032020.xlsx>