

January 24, 2018

Warrant Adjustments: What, Why, and How to Handle

A warrant refers to a check for payment issued by the Procurement Service Center (PSC). For example, the PSC issues AP (accounts payable) warrants to suppliers to pay for goods and services received by CU departments.

Sometimes a warrant needs to be cancelled, or cancelled and reissued. This can happen for a variety of reasons: the original warrant was lost or destroyed; the original warrant was undeliverable due to a bad address; the payee moved and forwarding time on mail has expired; the warrant was a duplicate payment (e.g., payment was made on the Procurement Card); or the wrong amount was requested for the warrant.

Warrants that have not been cashed – for whatever reason – within 120 days of issuance become stale-dated, or non-redeemable. The PSC's goal is to prevent AP warrants from becoming stale-dated. You can help us in this goal!

To request cancellation of a warrant, please complete the [Warrant Adjustment \(WA\) form](#) and submit it to the PSC.

- Fill out **all fields** on the form.
- If a new mailing address is needed, provide it and let us know that it's new.
- Explain why the warrant needs to be cancelled and – if appropriate – why it needs to be reissued.
- If the dollar amount or the payee name changes from the original warrant, then in addition to requesting cancellation of the original warrant, please submit a new payment request to issue the new payment. The new payment request may be a paper form – like a Payment Authorization (PA) or a Non-Employee Reimbursement (NR) form – or it may be a Payment Voucher form in the CU Marketplace.
- Sign the completed WA form and scan/email it to APIInvoice@cu.edu.

Need help? For assistance on how to fill out the WA form, including how to look up the required information, contact the Finance & Procurement Help Desk at 303.837.2161 or FinProHelp@cu.edu.

PSC Staff News: Introducing Shonna Hughes



The PSC is delighted to welcome Shonna Hughes in the role of Senior Manager of Business Intelligence.

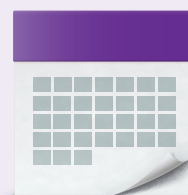
Shonna brings over 15 years of professional experience in the areas of business intelligence, market research, and project management. Prior to joining CU, she spent four years working for Microsoft's Business Intelligence division in

Seattle.

A Colorado native, Shonna is thrilled to be back in her home state. She enjoys people-watching on the Boulder Mall and taking long walks with her two dogs.

Welcome to CU, Shonna!

Upcoming PSC Events



No Agenda Forums

We'll be on your campus soon with these events:

Anschutz Medical Campus:

Thursday, January 25 (9:00-11:00 a.m.)

Research Center 2, Krugman Conference Hall

Boulder Campus:

Tuesday, January 30 (1:00-3:00 p.m.)

UMC, Room 235

Denver Campus:

Thursday, February 1 (9:00-11:00 a.m.)

Lawrence Street Center, 2nd floor Terrace Room

We hope to see you there!