

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-21

Effective Date: 12/07/1998

Revision Date: 08/07/2009

County Administrator

SUBJECT: WARRANT DISTRIBUTION

DEPARTMENT RESPONSIBLE: All County Departments

1. STATEMENT

This procedure outlines the steps required when employees or vendors need to pick up Payroll or Accounts Payable warrants at the Department of Finance and Risk Management 130 W. Congress, 7th floor.

2. PROCEDURE

2.1. Distribution of Payroll Warrants

2.1.1. Availability of Payroll Warrants

All payroll warrants and direct deposit advices will be mailed to the employee's home address as recorded in the Payroll system on Thursday of payroll week.. Employees are encouraged, though not required, to have direct deposit.

For those employees who have a tax levy or other court order that require a manual calculation of the payroll warrant, payroll warrants may be picked up between 1:00 P.M. and 4:00 P.M. on Friday pay day at the Receptionist's desk, 130 W. Congress, 7th floor. If the warrant is not picked up by 4:00 P.M., it will be mailed to the employee's home address on that Friday.

Payroll Reports will be available to the Departments by interoffice mail on Thursday of payroll week.

If the Friday pay day falls on a holiday, the payroll warrants will be released a day earlier than stated above.

2.1.2. Employees Picking Up Payroll Warrants at the 7th floor, Administration Building.

Prior to the release of the payroll warrant, the receptionist will verify the identification of the individual by requesting to see the employee's Pima County ID badge. If someone other than the employee is to receive the

warrant, the receptionist will require and retain a letter of authorization signed by the employee. The recipient of the warrant must sign the Warrant Disbursement Log.

2.2. Picking up Accounts Payable Warrants at the Service Center

2.2.1. There are limited occasions when an Accounts Payable warrant will be held for a vendor or sent to a Department:

- Certified construction payments per A.R.S. §34-221,
- Pima Health Systems provider payments,
- Direction from the County Administrator,
- Manual warrant authorized under Administrative Procedure 22-26,
- A returned ACH payment,
- A petty cash reimbursement warrant,
- A replacement of a lost or stolen warrant,
- Payments for the purchase of real property.

On a restrictive basis, the Financial Operations Division Manager or a Supervisor may hold/pull a warrant for verification and/or authenticity audit purposes.

If an Accounts Payable warrant meets one of these conditions, an Accounts Payable Warrant Exception Distribution Request form (Attachment 1) must be completed, signed by the Department's Director or Deputy Director or the Elected Official's Chief Administrative Manager and submitted to Accounts Payable, along with the claim or invoice.

2.2.2. If the invoice is to be processed through Synergen and the Department has indicated that the warrant is to be picked up by providing an Accounts Payable Warrant Exception Distribution Request form (Attachment 1), Financial Operations will highlight that information and the information will be entered into Synergen.

2.2.3. If the Department is completing a Claim Form, the Department must write all special mailing instructions on line 7 followed by "Key as Remit" and attach an Accounts Payable Warrant Exception Distribution Request form.

2.2.4. If an invoice or claim is received with a Return To message, but no Accounts Payable Warrant Exception Distribution Request form, or prior arrangements for specific types of vendors made, the invoice/claim will be returned to the department unprocessed.

2.2.5. Once the warrant is generated and signed, the receptionist will notify the vendor or the Department based on the mailing instructions. If the receiver of the warrant is from a vendor, the receiver must provide a photo ID and proof of employment by the vendor. If the receiver is from a Department, the employee must show a Pima County ID badge. The recipient must sign the Warrant Distribution Log.

Attachment 1

**Accounts Payable Warrant
Exception Distribution Request**

Requesting Department:	Date:
Requestor Name:	Requestor Phone:
Justification (Explain business necessity to not mail warrant directly to vendor):	
Vendor Name:	Vendor No.:
Vendor Contact:	Vendor Phone:
PO No.:	Invoice No.:

The warrant must be picked up from the Financial Operations Receptionist, 7th Floor, Admin Bldg.

Signature, Director or Deputy Director

Date

Print Name

Department of Finance and Risk Management Use ONLY:

Financial Operations Division Authorization

Date