

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-21

Effective Date: 12/07/1998

Revision Date: 09/23/2011

C. DeLuca
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 address the employee has provided. Employees are encouraged, though not required, to have direct deposit.

For those employees who have a tax levy or other court order, the payroll warrant can be picked up between 1:00 p.m. and 4:00 p.m. on Friday payday 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 address. A separate advice will be mailed to your home address under separate cover from your payroll warrant.

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 East 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 from Financial Operations

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,
- Direction from the County Administrator,
- 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 restricted basis, the Financial Operations Division Manager or a Supervisor may approve the pick-up of a warrant. An Accounts Payable Exception Distribution Request form (Attachment 1) must be completed, signed by the Department Director, Deputy Director or the Elected Official's Chief Administrative Manager and be scanned and attached to the IN, PR or GAX document in AMS Advantage.

2.2.2. Once the warrant is generated and signed, the receptionist will notify the vendor or the Department. If the recipient 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 Number:
Vendor Contact:	Vendor Phone:
PO, DO or CT Number:	IN, PR or GAX Number:

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