



Standardization of Voided Warrant Reissuance

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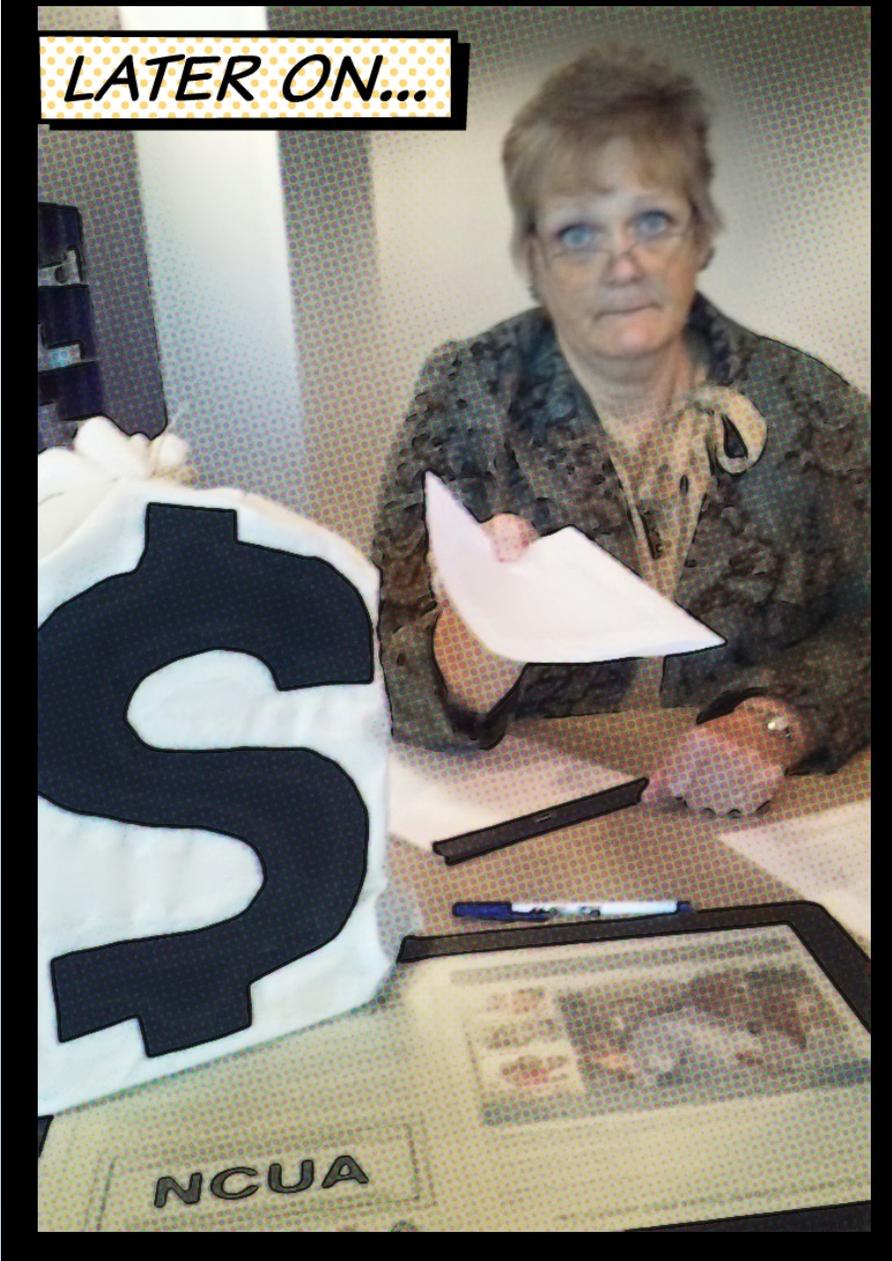
Cohort 6, 2016

WHEN SUDDENLY---

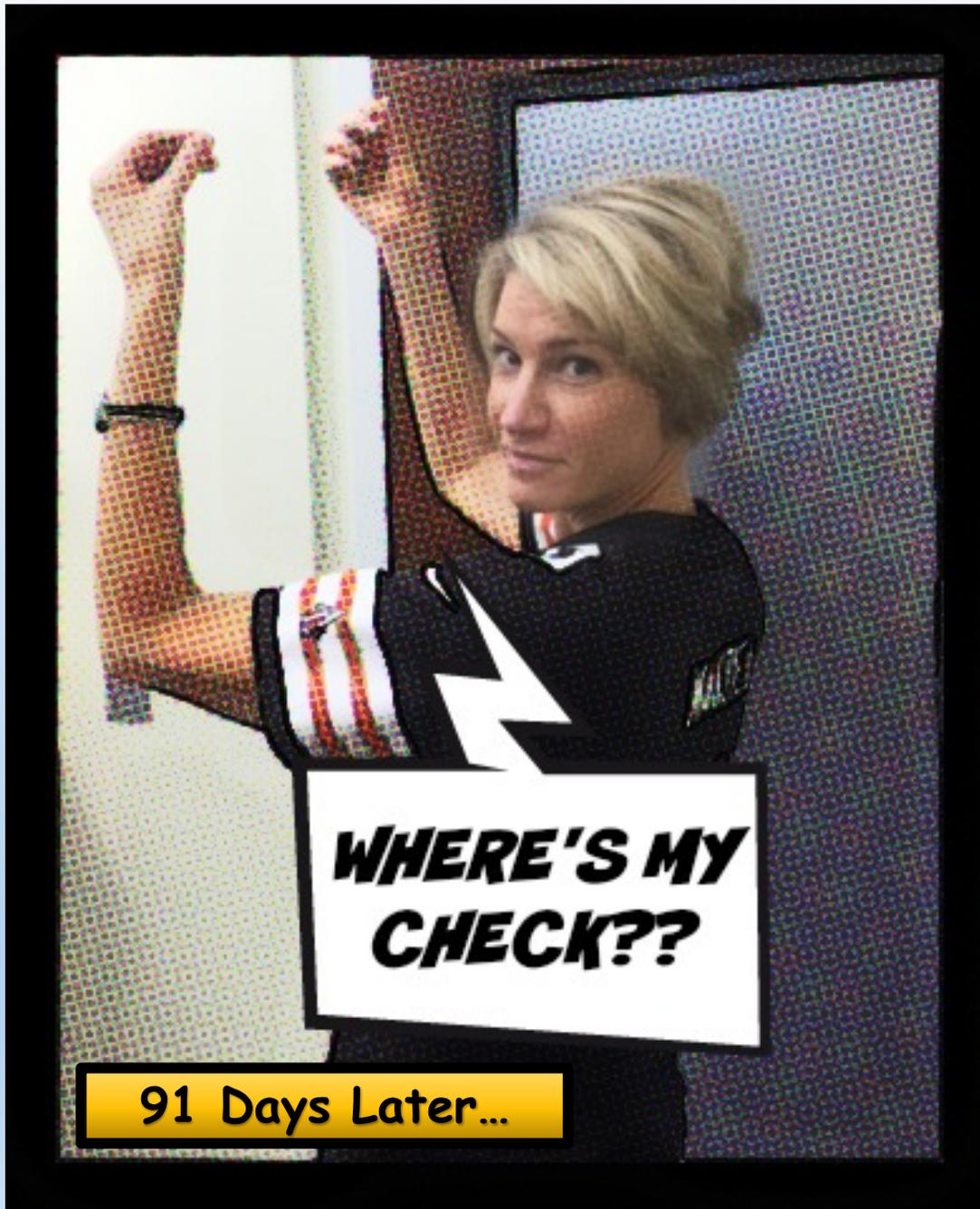




LATER ON...



NCUA



***WHERE'S MY
CHECK??***

91 Days Later...





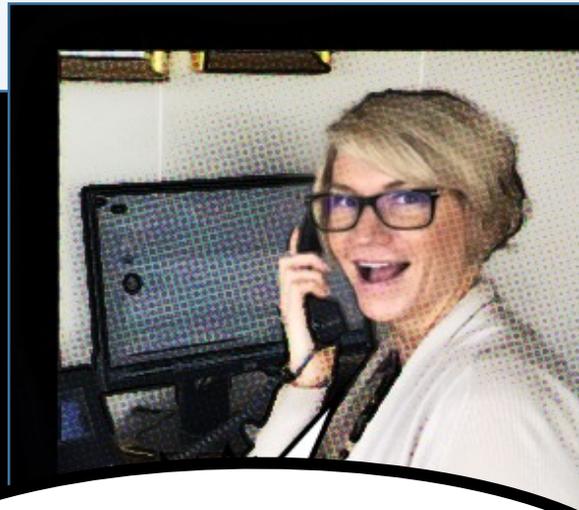




TWO
FORMS



NOTARY
REQUIREMENT



FIN & BI-
REPORTS



NO CLEAR
GUIDANCE

WHAT WILL
HAPPEN NEXT?!

MANUAL
PROCESS



MODIFY
EXISTING

The logo for Ohio Business Intelligence features the word "Ohio" in a large, red, pixelated font. Below it, the words "Business Intelligence" are written in a smaller, red, sans-serif font.

Ohio
Business Intelligence

The logo for OAKS Financials features the word "OAKS" in a bold, black, sans-serif font inside a yellow oval with a textured border. Below the oval, the word "Financials" is written in a green, sans-serif font.

OAKS
Financials

REPORTS

ONE
FORM



NOTARY
REQUIREMENT



FIN & BI-
REPORTS

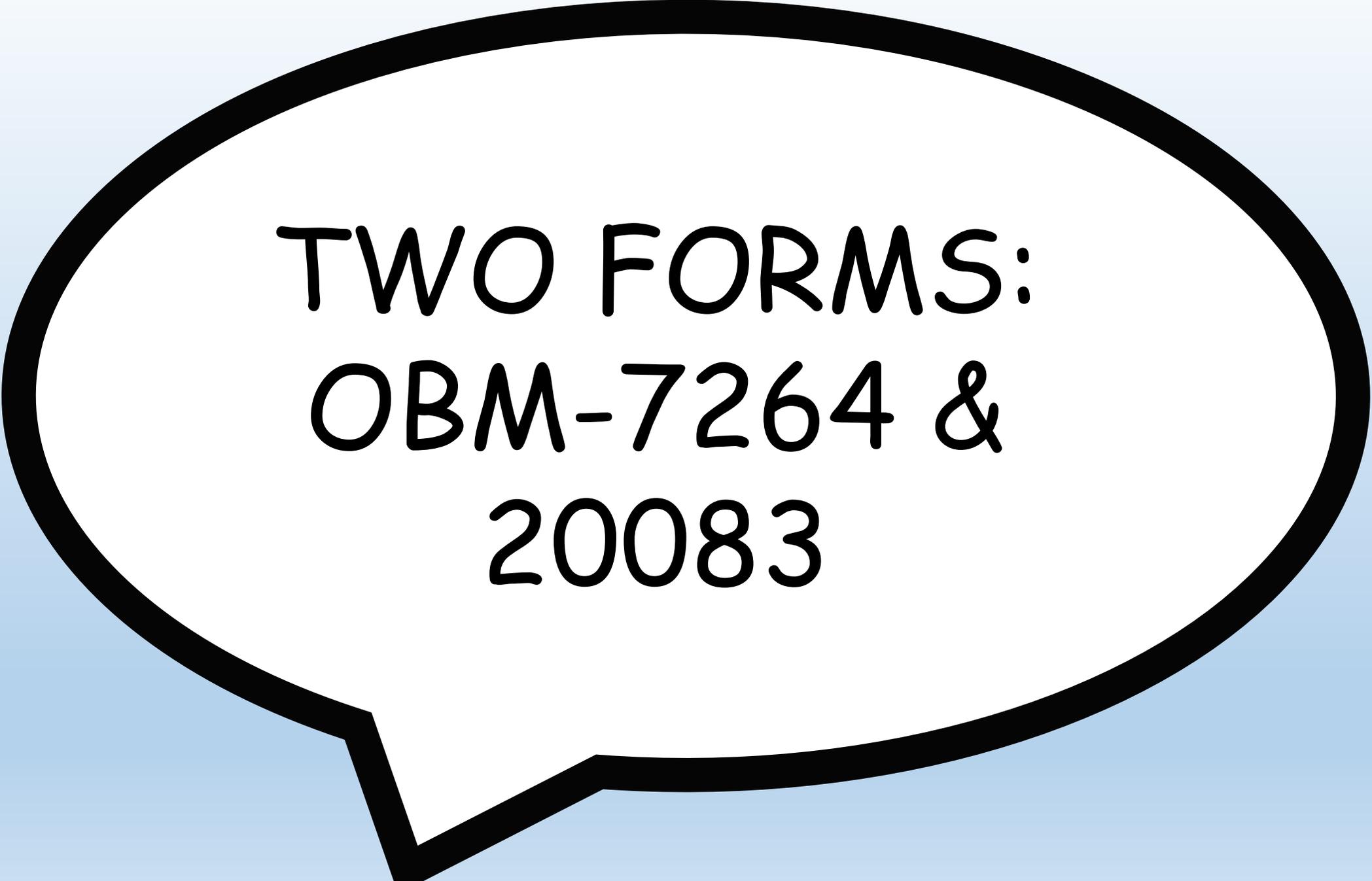


MANUAL
PROCESS



NO CLEAR
GUIDANCE

WHAT WILL
HAPPEN NEXT?!



TWO FORMS:
OBM-7264 &
20083



OBM

State of Ohio
Office of Budget and Management

OBM-7264

Claim for Reissuance of Voided Warrant due to Age
Section 126.37 of the Ohio Revised Code

Instructions: This form is to be completed if the warrant has been voided due to age and needs to be reissued. Return the completed form to the agency that issued the original warrant.

Claimant's Name (Holder of Warrant):	Claimant's Social Security or Federal Tax Identification Number:	Date of this Application:
Claimant's Address: (Street or Rural Route, City, State, Zip Code):		
Warrant No.:	Date Issued:	Amount:
Original Warrant Payable to:		

Describe in detail all circumstances pertaining to this claim. If claimant is other than original payee, state the conditions under which warrant came into your possession and attach any documents that support your request for payment. The original warrant should accompany this claim, or an explanation of why it cannot be attached.

Empty text box for describing circumstances.

CERTIFICATE

STATE OF OHIO COUNTY OF: _____

I certify that the above is a complete statement of circumstances surrounding this claim against the State of Ohio and that all facts and statements contained herein are true to the best of my knowledge.

Date _____ Signature of Claimant _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

SEAL _____ Notary Public _____
My Term Expires _____



OBM

FORM-20083

VOIDED WARRANT CERTIFICATION

SECTION 1: Agency/Business Unit: _____

Warrant Number: _____

Warrant Issue Date: _____

CAS Fund: _____ OAKS Fund: _____

Voucher # _____

Vendor Name: _____

Dollar Amount: _____

Encumbered? Yes No

SECTION 2: COMMENTS: _____

SECTION 3: I certify that I have verified that the above voided warrant has not been reissued, is a valid obligation of the state, and authorize the Office of Budget and Management to reissue the warrant.

*Agency Fiscal Officer

*Must be designated individual on file with the Office of Budget and Management.

From #20083



State of Ohio

Claim for Reissuance of Voided Warrant Due to Age

This form is to be completed if the warrant has been voided due to age and needs to be reissued.

Issuing Agency:	Fund:	ALI:
State Agency Address: (Street, City, State, Zip Code):		

Instructions: Return the completed form to the Issuing Agency at the address listed above:

Claimant's Name (Holder of Warrant):	Claimant's SSN or Fed. Tax ID#:	Date of this Application:
Claimant's Address (Street or Rural Route, City, State, Zip Code):		
Warrant #:	Date Issued:	Amount:
Original Warrant Payable to:	Phone:	

Describe in detail all circumstances pertaining to this claim. If claimant is other than original payee, state the conditions under which warrant came into your possession and attach any documents that support your request for payment. The original warrant **should** accompany this claim, or an explanation of why it cannot be attached.

CERTIFICATE

I certify that the above is a complete statement of circumstances surrounding this claim against the State of Ohio and that all facts and statements contained herein are true to the best of my knowledge.

Signature of Claimant: _____ Date: _____

To be completed by Issuing Agency:

I certify and verify that the above voided warrant has not been reissued; is a valid obligation of the State of Ohio; and authorize the Office of Budget and Management to reissue the warrant.

Signature of Division Representative: _____ Date: _____

ONE
FORM



NOTARY
REQUIREMENT

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MANUAL
PROCESS



NO CLEAR
GUIDANCE



ONE
FORM



NOTARY
REQUIREMENT



FIN & BI-
REPORTS



MANUAL
PROCESS



NO CLEAR
GUIDANCE

WHAT WILL
HAPPEN NEXT?!

TRACK THE
PROGRESS OF

OAKS / *enterprise* /

ONE FORM



FIN & BI-REPORTS



NOTARY REQUIREMENT

OAKS/enterprise/



NO CLEAR GUIDANCE

A large, white speech bubble with a thick black outline is centered on a light blue background. The bubble has a tail pointing towards the bottom-left corner. Inside the bubble, the text "DEVELOP A JOB AID TO ASSIST IN KNOWLEDGE TRANSFER" is written in a black, hand-drawn, sans-serif font, arranged in four lines.

DEVELOP A JOB
AID TO ASSIST
IN KNOWLEDGE
TRANSFER



1. Monthly after OBM closes the accounting books, obtain and alter the OHAP_50 report for your specific agency. Save the report. Your agency will use this report to verify that the warrant voided when a request is received.



BEST PRACTICE: Proactively contact vendors with voided warrants, which will need reissuance to obtain completed OBM-7264.

2. Receive Voided Warrant Request.

- o Has warrant voided? Check the OHAP050 report for confirmation.
- o Were you issuing agency? If not forward to the appropriate agency for reissuance.
- o Is the necessary documentation provided for reissuance? Did the requester provide the Voided Warrant Reissuance Form (OBM-7264), W-9 and was it filled out correctly with notary?
- o Compile the appropriate documents (Voided Warrant Reissuance Form, W-9 and OHAP_50 report showing the warrant has voided).
 - OBM reissue? Copy documents and forward to OBM.



DECISION POINT: Who is responsible for reissuance, Agency or OBM? If warrant was issued during the previous biennium, the voided warrant claim should be forwarded to OBM. Special Exception: Taxation has warrants that void after two years for some tax refunds. All these voided warrants are reissued by OBM.

Agency Reissuance Required

-Create a manual voucher in OAKS and provide documents with OAKS voucher summary for approval. Payment will follow normal processing procedures.

OBM Reissuance Required

-Create spreadsheet to track void claims sent to OBM, to confirm reissue was completed, track date of reissue and is not issued more than once.

-OBM receives voided warrant request from Agency.

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Reviews form(s) for completeness. ▪ Confirms FEIN is in OAKS. ▪ Creates voucher & attaches copy of claim form in OAKS. ▪ Prepares packet (screenshot of voucher list, copy of each form & calculator tape with total of each fund & sends to Data Integrity. ▪ Data Integrity moves cash or allotment. ▪ Data Integrity initials each voucher and returns packet to Payment Issuance. ▪ Payment Issuance receives pack back from Data Integrity. | <ul style="list-style-type: none"> ▪ Payment Issuance sends e-mail to Payment Issuance manage for approval. ▪ Vouchers are approved. ▪ Receives warrants from State Printing. ▪ Payment Issuance updates Excel spreadsheet with warrant numbers and dates. ▪ Warrant sent via interoffice envelope to agency. ▪ Agency records the reissuance in system & updates spreadsheets for tracking purposes. ▪ Agency mails out warrant. |
|--|--|

ONE FORM



FIN & BI-REPORTS



NOTARY REQUIREMENT

OAKS / enterprise /



JOB AID

