OMES Form MWC
(Revised 9/16)

STATE OF OKLAHOMA
REQUEST FOR MISCELLANEOUS WARRANT CANCELLATION

TO: THE DIRECTOR OF THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES

FROM: _____ **Business Unit No** _____
Agency Name

SPECIAL INSTRUCTIONS TO USER AGENCY: Please type or legibly print the entry recorded on this form. It will be used to exactly match with the original issuing transaction. A mismatch will cause further delays.

OMES Processing Note: Warrant cancellation of PO Vouchers is normally a two-step process – 1) Cancellation of the warrant and 2) a Reversal voucher. In the case of corrected warrants where the warrant is to be replaced, the reversal voucher step is not required. For Direct Vouchers (unencumbered), only the cancellation of the warrant is required

A) Warrant Information:

Warrants on Bank SetID 467

Replace Warrant? (Y/N) *	Return PO Balance? (Y/N) **	Payment Reference (Warrant #)	Issue Date	Warrant Amount	H.E. 789 Fund (Y/N) ***	Reason For Cancellation

Special Action:

(OMES USE) Reversal Voucher ID:	

* If "Y" complete Part B – Warrant To Be Replaced
** Only for PO Vouchers
*** If "Y" complete Part C if appropriate – Higher Education 789 Fund Withholding Miscellaneous Warrant – Agency Action

B) Warrant To Be Replaced ****

Correct $ Amount	Correct Payee Information	Vendor ID #	Loc. #	Addr. #

****** Requirements for reissue of canceled warrant:**

- The warrant was paid to the correct payee, but the incorrect location and address.
- The warrant was paid to the correct payee, but for the incorrect amount.
- The warrant is paid to the correct payee, but the multiple vendor ID# 0000001104 is the vendor ID on the Invoice Information page of the voucher.
- The warrant should have been assigned to a payee and the supporting documentation for the assignment was attached to the original voucher (needs to be noted on the form), otherwise the agency must process a new voucher with the proper assignment documentation.

>>>>>>>> If no Vendor ID #, attach a completed OMES Form VENDOR/PAYEE <<<<<<<<

C) Higher Education 789 Fund Withholding Miscellaneous Warrant - Agency Action

If a replacement warrant was issued by institution, provide *Replacement Voucher #*: _____
and *Amount*: _____

If no replacement warrant was issued, provide where the 789 funds were debited back to operation funds by listing the *PFT Reversal #*: _____

We are returning herewith for cancellation the outstanding miscellaneous warrant listed on this form. We are aware that cancellation of a missing warrant requires prior approval through OMESTPAccountsPayable @omes.ok.gov and a Stop Payment on the warrant through the OST.

_____	_____	_____
Agency Approving Officer Signature	Title or Position	Date

RESERVED: DIVISION OF CENTRAL ACCOUNTING & REPORTING

By _____ Date _____