



Policy Type: Administrative

Category: Fiscal and Budget **Sub-Category:** Budget Practices

Policy Name: Accounts Payable Emergency Warrant Request and Issuance

Policy Owner: Controller-Treasurer Department

Policy Purpose

The purpose of this policy is to provide County Agencies and Departments with a process for issuing warrants to vendors in situations that require immediate payment to a vendor by warrant outside of the normal warrant printing cycle.

Policy Summary

A warrant may be issued through an off-cycle warrant issuance process when required because of exigent circumstances, when the County has a legal obligation to make immediate payment, or when doing so will provide benefit to the County.

Procedures

- 1) The **department fiscal officer**, or designee, determines that there is a significant need to utilize an off-cycle payment to merit the issuance of an emergency warrant.
- 2) The **operating department accounts payable staff** completes the Accounts Payable Emergency Warrant Request form, and processes the invoice in the County's accounting system.



County of Santa Clara

Policy Name: Accounts Payable Emergency Warrant Request and Issuance

Page 2 of 4

- 3) The **departmental fiscal officer** reviews and approves the Accounts Payable Emergency Warrant Request form and submits it to the Controller-Treasurer Department Claims Unit.
- 4) The **Controller-Treasurer Department Claims Unit** verifies the information in the County's accounting system matches the submitted Accounts Payable Emergency Warrant Request form, confirms the form has been signed by the departmental fiscal officer, and then processes the manual warrant using Transaction Code F110, Identification MNW01.
- 5) The **Controller-Treasurer Department Claims Unit** prints the emergency warrant from the check printing system based on the invoice processed by the operating department in the County's accounting system.
- 6) The **Controller-Treasurer Department Claims Unit** verifies the information on the printed warrant is correct.
- 7) The **Controller-Treasurer Department Claims Unit** provides the off-cycle warrant report to the the Controller-Treasurer Department General Accounting Unit [Bank Desk]. This report is generated after each payment run.
- 8) The **Controller-Treasurer Department General Accounting Unit [Bank Desk]** manually inputs the emergency warrant information into the online system maintained by the County's operational bank to ensure issuance of the warrant is included in the bank records.



- 9) The **Controller-Treasurer Department Claims Unit** delivers the warrant per the method requested on the Accounts Payable Emergency Warrant Request form.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) **“Warrant”** means an order issued by the County authorizing the disbursement of a set amount of funds.

Frequently Asked Questions

None.

Related Policies

- Accounts Payable Warrant Cancellation - <https://www.sccgov.org/sites/scc/gov/CountyPolicies/Accounts-Payable-Warrant-Cancellation.pdf>

Related Forms and Information

- Accounts Payable Emergency Warrant Request -
[url]
[/sites/forms/controller/ControllerCountywideforms/AP%20Emergency%20Warrant%20Request.pdf](#)

History

Date	Changes Made
08/27/2018	Policy Updated.



County of Santa Clara

Policy Name: Accounts Payable Emergency Warrant Request and Issuance

Page 4 of 4

10/11/2017	Policy Updated.
10/16/2014	Policy Uploaded. (Kyle Larson)