



Policy Type: Administrative

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

Policy Name: Accounts Payable Emergency Warrant Request

Policy Owner: Controller-Treasurer Department

Policy Purpose

The purpose of this policy is to provide departments with a process for issuing warrants to vendors in an emergency.

Policy Summary

A warrant may be issued through an off-cycle warrant process in emergency situations, such as when a discount could be lost or interest could be added if the warrant were issued during the normal cycle. All emergency warrants must follow this policy and procedure.

Procedures

- 1) Upon determining a need for an emergency warrant, the **department** completes the Accounts Payable Emergency Warrant Request form.
- 1a) The **departmental fiscal officer** reviews the Accounts Payable Request to ensure that the emergency warrant request is valid.
- 2) The **department fiscal officer** ensures that the invoice to be paid with the emergency warrant has been properly approved and entered into the SAP Accounts Payable module and submits the Accounts Payable Emergency Warrant Request form to the Controller-Treasurer Department Claims Unit.



County of Santa Clara

Policy Name: Accounts Payable Emergency Warrant Request

Page 2 of 3

- 3) Upon receiving and reviewing an Accounts Payable Emergency Warrant Request form, the **Controller-Treasurer Department Claims Unit** follows the Claims Desk Top Procedure for manual warrant processing using Transaction Code F110, Identification MNC01.
- 4) The **Controller-Treasurer Department Claims Unit** distributes the warrant per the instructions stated on the Accounts Payable Emergency Warrant Request form.

Definitions

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

- 1) **“Warrant”** means a check or other similar document issued by the County and approving 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]



County of Santa Clara

Policy Name: Accounts Payable Emergency Warrant Request

Page 3 of 3

/sites/forms/controller/ControllerCountywideforms/AP%20Emergency
%20Warrant%20Request.pdf

History

Date	Changes Made
10/16/2014	Policy Uploaded. (Kyle Larson)