

## PROCEDURE TO HOLD A WARRANT

One of the objectives of the internal controls over disbursements is to allow only authorized personnel physical access to checks. According to accounting standards, the principle control technique is to forward all checks, after signing, directly to payees (i.e., without being returned to originators). All warrants drawn on the county treasury will be mailed from and by the County Auditor's office except as provided for below.

Pre-approved holds, which do not follow the aforementioned customary practice by the Auditor's Office, are permitted for these payees or payment types:

- USPS
- IRS
- Government Agencies (IRS, EPA, Franklin County, State of Ohio etc.)
- Payroll Disbursements
- Settlement Payments
- Unclaimed Fund Payments
- Comp & Damage Payments
- Witness Fees
- Emergency Assistance Payments from JFS or Veteran's Services

ALL other requests to hold a warrant must be pre-approved by the Accounts Payable Department Supervisor or staff member. These requests must be made by either a Supervisor or Director at the agency level through email, which shall indicate why the payment requires special consideration.

Upon receiving authorization to pick up the warrant, staple a copy of the email reply from the Auditor's Office to the Payment Authorization Form. The invoice(s) should be keyed in a separate MUNIS batch. In red ink, write "**HOLD**" in the upper left-hand corner of the Invoice Entry Proof List.

When a warrant is held at Fiscal Services for pick up due to one of the above exceptions, the person who picks up the warrant must be authorized by the requesting agency and will be asked to sign for the warrant on the Fiscal Services Accounts Payable Held Warrant Log. An agency may authorize more than one person to pick up warrants and the designated representative may be asked to show identification.

When the warrant is available for pickup, a Fiscal Services staff member will contact the person that key entered the invoice in MUNIS.