



Mail or FAX completed form to:
 DAS/Finance - Attention: Disbursements
 1135 State Office Building
 Salt Lake City, Utah 84114
 FAX: (801) 538-3562

WARRANT CANCELLATION FORM

Questions concerning Warrant Cancellations should be directed to DOF/Disbursements at (801) 538-3200.

Reason For Cancellation:

- Duplicate Payment
- Wrong Vendor
- Wrong Amount
- Payment No Longer Necessary
- Reapply Amount to Contract

Contract #

Warrant #

Dept. #

Amount

Voucher #

Warrant Date

Vendor #

Was the warrant charged to a federal program? Yes No

Please provide the complete FINET coding block. Please be aware that we are only able to enter one line of coding. If more is required your department will need to do an IET to redistribute the funds correctly.

FUND	DEPT	UNIT	APPR	OBJ / REV	ACTV	FUNCTION	PROGRAM	PHASE

I, the Department Representative, request that the above referenced warrant be canceled and not replaced.

Signature _____ Date

Telephone # _____

Note: If you have the warrant, mark it VOID and attach it to this form.

Office use only:

Ref # _____