



**Mail or FAX completed form to:**  
 DAS/Finance - Attention: Disbursements  
 1135 State Office Building  
 Salt Lake City, Utah 84114  
 FAX: (385) 465-6013

## WARRANT CANCELLATION FORM

Questions concerning Warrant Cancellations should be directed to DOF/Disbursements at (801) 957-7760

**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 # \_\_\_\_\_