

District Business & Advisory Services

District Warrant Cancellation Request

****PLEASE TYPE AND RETURN VIA EMAIL TO DBAS' SERVICE TEAM SPECIALIST****

Date:		District Name:	
Warrant #:		Payee Name:	
Issue Date:			
Warrant Amount:		Payee Address:	
Cnty-Paid Vol Ded # Amount (Payroll Only)			
		City / State / Zip:	
Reason for Cancellation:			

Type of Cancellation Requested

Select Only One

	Accounts Payable												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Payroll Cancel:</td> <td style="width: 25%; text-align: center;">QCC Only</td> <td style="width: 25%; text-align: center;">Bank Only</td> <td style="width: 25%; text-align: center;">Both</td> </tr> <tr> <td colspan="4" style="text-align: center;"><small>Account String Required</small></td> </tr> <tr> <td colspan="4" style="text-align: center;"><small>Fnd-Resr-Y-Obj-SO-Goal-Func-CstCr-Ste-Mngr</small></td> </tr> </table>	Payroll Cancel:	QCC Only	Bank Only	Both	<small>Account String Required</small>				<small>Fnd-Resr-Y-Obj-SO-Goal-Func-CstCr-Ste-Mngr</small>			
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<small>Account String Required</small>													
<small>Fnd-Resr-Y-Obj-SO-Goal-Func-CstCr-Ste-Mngr</small>													
	Payroll Reissue (Lost/Destroyed)												
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Deceased Employee Warrant</td> <td style="width: 20%;">Date of Death:</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><small>Account String Required</small></td> </tr> <tr> <td colspan="3" style="text-align: center;"><small>Fnd-Resr-Y-Obj-SO-Goal-Func-CstCr-Ste-Mngr</small></td> </tr> </table>	Deceased Employee Warrant	Date of Death:		<small>Account String Required</small>			<small>Fnd-Resr-Y-Obj-SO-Goal-Func-CstCr-Ste-Mngr</small>					
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District Authorization

Requested By:		Date:	
Title:		Contact Number:	
Approved By:		Date:	
Title:		Contact Number:	

For DBAS Use Only

Approved By:		Vendor #:	
Date:		AP Batch #:	
Cash Transfer #: (Payroll Only)		Pay Voucher #:	
		AP Warrant #:	