

Section 11.2

WARRANT CONTROL

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Section 11.2

WARRANT CONTROL

PURPOSE

To establish a uniform process for custody of warrants and maintenance of the warrant log in the Right of Way Management System (RWMS) for right of way projects.

AUTHORITY

Section 215.422, Florida Statutes

SCOPE

This section will be utilized by District, Enterprise and Central Offices of Right of Way. Other affected offices include the Office of the Comptroller and the Office of the General Counsel.

TRAINING

The Office of the Comptroller provides training to FDOT personnel.

FORMS

None.

11.2.1 Retrieval of Warrants From Financial Services Office/Disbursement Operations Office

The District Right of Way Manager shall designate two (2) or three (3) individuals, who are authorized to retrieve warrants from the District Financial Services Office/Disbursement Operations Office, and notify the District Financial Services Office/Disbursement Operations Office about who has been designated. The individuals designated must not have signature authority for invoice approval (for processing warrants). No others will be permitted to pick up warrants.

11.2.2 Right of Way Warrant Control Process

11.2.2.1 The District Right of Way Office must maintain a warrant file and a warrant log in RWMS to track warrants released by the District Financial Services Office/Disbursement Operations Office to the District Right of Way Office. The Warrant Control Officer is responsible for ensuring the Right of Way Management System (RWMS) warrant log is current.

11.2.2.2 Warrants must be kept in the warrant file in a secured storage facility under the control of an individual designated as the Warrant Control Officer by the District Right of Way Manager.

- (A)** The District Right of Way Manager must designate a Warrant Control Officer for each satellite district office.
- (B)** The District Right of Way Manager may designate alternate Warrant Control Officers to assume the responsibilities in the absence of the Warrant Control Officer.
- (C)** The District Records and Funds Administrator must notify the District Financial Services Office/Disbursement Operations Office of the names of the Warrant Control Officers and alternates.

NOTE: Right of Way consultants cannot serve as Warrant Control Officers or alternates.

11.2.2.3 All warrants retrieved from the District Financial Services Office/Disbursement Operations Office must be immediately delivered to the Warrant Control Officer. All persons who have custody of a warrant for a right of way payment must update the warrant log in RWMS with the information required by the system. Any warrants to be forwarded to a satellite office must be forwarded by the Warrant Control Officer in the district to the Warrant Control Officer in the satellite office in a timely manner. **NOTE:** In no event can any person with vendor client update capability in Florida's Accounting Information Resource (FLAIR) have access to a Right of Way warrant.

11.2.3 Warrant Delivery

11.2.3.1 An FDOT employee or consultant may request a warrant from the Warrant Control Officer if the warrant is to be delivered to the payee by the close of business the next day.

11.2.3.2 Each FDOT employee or consultant who takes possession of a warrant must make an entry in the electronic warrant log in RWMS including the employee's electronic signature (system password).

11.2.3.3 When the warrant is delivered, the FDOT employee or consultant must obtain dated documentation (ex., dated receipt, signed dated acknowledgement, closing statement, etc.). Upon receipt of the dated documentation, the FDOT employee or consultant has 3 working days to submit the documentation to the Warrant Control Officer for review and verification that the warrant has been delivered. All documentation must be maintained in the official parcel file.

11.2.3.4 If the warrant is not delivered that day, the individual who took possession of the warrant must return it to the Warrant Control Officer for immediate return to the secured storage facility.

11.2.4 Warrant Cancellation

11.2.4.1 The log must be reviewed daily by the Warrant Control Officer to determine the age of the warrants that have not been distributed.

11.2.4.2 The Warrant Control Officer will return warrants to the District Financial Services Office/Disbursement Operations Office for Cancellation if they are over 90 calendar days old or over the approved extension date. Warrants maintained in a satellite office must be returned to the District Warrant Officer in a timely manner, to allow the Warrant Control Officer to comply with this requirement. The Warrant Control Officer will obtain a written, dated acknowledgment of receipt of warrants for cancellation from the District Financial Services Office/Disbursement Operations Office.

11.2.4.3 Thirty (30) day extensions beyond the initial 90 calendar days may be obtained if written justification for each extension period is approved in writing by the District Right of Way Manager. No extension or combination of extensions will be granted that results in a warrant that is equal to or greater than 12 months in age.

Approval justifications for extensions must be attached to the appropriate warrant in the warrant file and the warrant return due date must be updated in RWMS with the extension date.

11.2.5 Deletion of Transmittals, Warrants and Log Entries from RWMS for Data Correction

11.2.5.1 When necessary to correct RWMS data, the District System Data Administrator (SDA) has the authority to delete warrants, log entries, and Right of Way Invoice Transmittals, Contract Invoice Transmittals or Deposit Invoice Transmittals that are in a terminal status from RWMS.

11.2.5.2 Each district has multiple SDAs. For the purpose of transmittal/warrant security and RWMS data integrity, each district must designate only two of its SDAs as authorized to delete transmittals and warrants. One SDA will be designated the Primary SDA who is authorized to delete transmittals and warrants. The second SDA will be designated the alternate SDA who is authorized to delete transmittals and warrants when the primary SDA is unable to do so. These two SDAs are the only district personnel authorized to delete the transmittals and warrants that have been advanced to a terminal status. **NOTE:** If the District SDA is the approver of a transmittal in RWMS he/she is prohibited from deleting that transmittal or any of its associated warrant(s).

11.2.5.3 When a transmittal that is in a terminal status or warrant and log entries must be deleted from RWMS, the following process must be followed:

- (A) All associated pages in RWMS must be printed and retained to ensure accurate recreation;
- (B) The print out of all of the associated warrant and log entry pages becomes the official warrant log until the warrant and log entries are re-created in the system; and
- (C) The district must maintain these printed documents as part of the official files until the transmittal, warrant and/or warrant log entries are recreated in RWMS.

11.2.5.4 When a transmittal in terminal status or warrant and log entries are to be deleted and re-created, the re-creation must be completed within 5 business days of deletion of the transmittal or warrant. (However, if the designated staff is temporarily out of the office and unable to complete the re-creation of the log entries within 5 business days, the log entry should be re-created immediately upon returning to the office. If the designated staff becomes permanently unavailable, the Central Office Funds Management Section must be contacted to proceed with re-creation of the log entry.

11.2.5.5 When a transmittal is re-created in RWMS, the deleted transmittal number must be entered into RWMS on the Transmittal Information page in the "Replaces Transmittal Number" field.

11.2.5.6 For quality control, monitoring reports for deleted terminal status transmittals and warrants and log entries are available in the Funds Management area of Self-Serve Reports (Transmittal and Warrant Deletion Log Report # COFMW008).

The district must regularly run and review these reports to ensure all deleted transmittals,

warrants, and log entries are created within the required time frames.

11.2.6 Documentation

After distribution or cancellation, copies of all warrants, dated receipts/verifications of distribution, acknowledgements of warrants received for cancellation from the District Financial Services Office/Disbursement Operations Office, and approved extension justifications must be retained in the appropriate parcel file.