

MEMORANDUM: 021-12HR

DATE: March 29, 2012

TO: Administrators and Executive Directors

FROM: Rip Colvin, Executive Director - JAC

VIA: Bobbie Chappell, Director of Human Resources

SUBJECT: CHANGES IN STATE WARRANT FORM

The Department of Financial Services is in the process of implementing the following changes to the state warrant form:

1. All warrants will be printed using a standardized form once the current supply of warrants is depleted. The red warrant form, currently being used for expense warrants, will become the standardized form. It is projected that the new form will be used for the payroll and retirement warrants beginning in April or May 2012. Warrants issued for the Criminal Justice Incentive Program (CJIP) and supplemental payrolls will continue to be printed using the old brown form until supply is depleted.
2. Salary and retirement warrants printed using the new form will no longer have the direct deposit form printed on the back.
3. The audit control numbers for all warrant types printed using the new form will begin with a "4". The audit control number is a nine-digit number printed in the upper right- hand quadrant of the warrant, and is used for warrant inventory purposes.

The official State of Florida seal will be printed in the upper left-hand corner of all warrants.

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