



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #045-16HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Warrants

**DATE:** December 15, 2016

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Please note that the Department of Financial Services – Treasury, is reminding all state agencies that warrants are not to be released to any recipients or deposited prior to the issue date. The Treasury tracks warrant activity and will identify which entities are releasing warrants prematurely.

Depending on holiday schedules, JAC may determine that it is prudent to *mail* the warrants earlier than usual. However, that is to ensure that the warrant packets receive the appropriate destination in a timely manner. Once the warrants are received, they are not to be released until the issue date, regardless of employee requests.

Please help us comply with the Treasury's instructions. If you have any questions, please do not hesitate to contact me.

Thank you.