



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Kathleen Smith
Public Defender

MEMORANDUM #048-15HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Warrants

DATE: December 11, 2015

The Justice Administrative Commission (JAC), along with all other state agencies, has been admonished in the strongest words possible by the Department of Financial Services – Treasury, that warrants are not to be released to any recipients or deposited prior to the issue date. The Treasury began tracking warrant activity in May and has identified 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.