

# State of Alabama



Department of Finance  
Office of the Comptroller  
Montgomery, Alabama 36130-2602

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TO: Agency Accounting Contacts

DATE: October 2, 2015

SUBJECT: IMPORTANT CHANGE – Cancellation of Warrants Originally Issued in CAS

Please forward this e-mail to all affected staff in your department. Due to STAARS implementation, the process for cancelling warrants in 13<sup>th</sup> Accounting Period originally issued in CAS is hereby modified. Warrants issued in CAS cannot be cancelled in STAARS or CAS. This applies to **all Track 1 & Track 3 Department/Agencies**. If a CAS warrant needs to be cancelled, the warrant must be receipted into STAARS/AFNS by the Agency. If the Agency does not have the CAS warrant that needs to be cancelled, Department/Agency will need to fill out the Revised Duplicate Warrant Form (attached), also located on our website, and submit to the Comptroller's Office, Suite 268. After the duplicate warrant is issued, the department/agency must receipt it into AFNS.

**Track 1 Department/Agencies:** Start the Warrant Cancellation process for FY 16 warrants and FY 15 STAARS warrants (until 13<sup>th</sup> accounting period is closed) in STAARS without submitting the warrant or form to the Comptroller's Office.

**Track 3 Department/Agencies:** Submit the Warrant Cancellation form for the Comptroller's Office to cancel FY 16 warrants and FY 15 STAARS warrants (until 13<sup>th</sup> accounting period is closed).

STAARS will send out instructions to process duplicate warrants.

Due to STAARS implementation, this is a transition fiscal year for this and a number of other processes. Questions about this warrant cancellation process should be directed to Jan Worthington, 242-4335 or

[Jan.Worthington@Comptroller.alabama.gov](mailto:Jan.Worthington@Comptroller.alabama.gov).

Sincerely,

Tom White

*Thomas L. White, Jr., CPA*  
*State Comptroller*

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