

# State of Alabama



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

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TO: All Track 1 Agency Accounting Contacts

DATE: October 8, 2015

SUBJECT: STAARS Track 1 Multi-Vendor GAX Warrant Cancellation

Please forward this information to appropriate staff in your department who process and handle this work.

If a Track 1 Agency wants to cancel any warrant that came from a Multi-Vendor GAX (1 GAX for multiple warrants), the warrants that need to be cancelled must be receipted into STAARS. It will not modify the GAX, and will appear to have been paid, however the cash receipt will be referenced and captured to show the warrant for that vendor being receipted back to the Agency. This will offset the payment.

If the Agency does not have the 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 STAARS.

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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