

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	V Expenditures	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	8 - Manual Warrant Check	REVISION DATE:	July 1, 1993
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Manual Warrant (I-Series) Check Procedures

Beginning July 1, 1993, the need for I-series checks should be diminished significantly because WiSMART checks are produced overnight rather than over a multiple day period as is the case for the system in use prior to this date. The following uses of I-series checks are allowed in the new system:

1. To cover the amount of an Electronic Fund Transfer and Wire Transfers
2. A withdrawal from the Investment Pool
3. The issuance of Supplemental Payroll checks
4. All other requests must be approved by the SCO (Brian Lamprech).

The procedure for requesting an I-Series check beginning July 1, 1993, is as follows:

An agency should complete a new system Manual Warrant Input form with the appropriate code block information. A photocopy of the voucher should be attached to this form. Special notice should be paid to the certification included on the Manual Warrant form. The certification states that the signer is ensuring that the form contains information that has not been previously entered into the system.

Each agency is responsible for performing a preaudit of the Manual Warrant. The agency will indicate that the preaudit was completed by initialing the appropriate field on the Manual Warrant.

All appropriate documentation should be delivered to the *Department of Administration (DOA), State Controller's Office (SCO) - Accounting Operations* by 8:30 a.m. for same day check preparation. The SCO will review the Manual Warrant for completeness and evidence of approvals and preaudit. The approved Manual Warrant will be entered by the SCO online into WiSMART. When entering a manual warrant for an I-Series check, the transaction ID is coded as "MW 123 4567R*****", 123 is the agency, 4567 is the organization, "R" stands for rush check, and the last six digits can be automatically generated. The check information is entered into the TSO application and the checkwriting job is run. The check is then sent to Treasury for signing. Checks are available for pickup by 3 p.m. The SCO will contact an agency if the Manual Warrant request is rejected.
