P2-19-4-403b
INSTRUCTIONS – FILING OF AFFIDAVIT OF FORGED WARRANT FORM

1. Disbursement officer must complete form including agency, warrant number, date of issue, amount, invoice number, agency code, fund center (appropriation), commitment item (character code), fund, and disbursing officer's manual signature.

2. The entire form, including the notary portion, must be completed in order to process a lost or stolen warrant for all types of warrants.

Note: If there is more than one payee on an AASIS non-payroll warrant, BOTH must sign.