

**Instructions for completing the AFFIDAVIT/CLAIM FORM
Regarding a request for
DUPLICATE WARRANT/CHECK**

Duplicate: Warrants/Checks that are *within* one year of the date of issuance.

This is a request to reissue a check or warrant within the one-year period following the original issue date because it was lost, destroyed or never received.

Please review each point below prior to submitting your claim.

- Instructions: (numbers correspond to numbered blanks in the form)
 - (1) Print name of the person making the affidavit/claim statements (See NOTE re: Business if the name is a representative of a business or other organization.)
 - (2) Date the original warrant was issued, or approximate date if actual is not known.
 - (3) The amount in figures (ex: \$1,000.25) (Please print clearly.)
 - (4) Signature of the Claimant (be sure to sign in the presence of the Notary Public).
 - (5) This box to be completed by the Notary Public.
 - (6) If known, the number of the warrant or check
 - (7) If known, the exact original issue date of the warrant or check
 - (8) Check the appropriate box below for the reason for the warrant or check. If the appropriate reason is not listed, check "Other" and explain.

- Please attach the original warrant/check or a copy of the warrant/check if available.

- Note re: Business or other organization/entity – If the signer of the affidavit/claim form is the representative of an entity rather than an individual, please provide a document on entity letterhead designating the signer as authorized to sign for the entity.

Relevant Statutes are on the next page.

Below are relevant Arizona Revised Statutory references regarding issuing duplicate warrants or checks. (statutes as of April 2014)

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15-999. Preference of payment of warrants; use of balance of school fund remaining at close of fiscal year

A. All warrants registered after January 1, 1936 and drawn on the county treasurer against the school fund of the school district by the county school superintendent or finance officer of a school district that has assumed accounting responsibility pursuant to section 15-914.01 on the order of the governing board shall be entitled to preference of payment out of the school fund according to priority of registration.

B. Unless otherwise provided in this chapter and chapter 10 of this title, if a balance remains in the school fund of a school district at the close of a fiscal year, such balance shall be used for reduction of school district taxes for the budget year.

C. A warrant that is drawn on the school fund of the school district by the county school superintendent or finance officer of a school district that has assumed accounting responsibility pursuant to section 15-914.01 and that is not presented for payment within one year after the date of issuance is void. All warrants not presented within one year shall have no further force or effect, and any monies held at the expiration of such time in any fund or account for the payment of the warrants shall be transferred or reverted to the fund upon which the warrants were drawn.

11-632. Issuance of duplicate warrant

A. When it appears to the satisfaction of the board or county school superintendent by affidavit or otherwise that a warrant on the county treasurer has been lost or destroyed prior to payment and there is no reasonable probability of its being found or presented, the board may direct the issuance to the owner of a duplicate of the lost or destroyed warrant. Before issuing the duplicate, however, the board or county school superintendent shall send a written stop payment notice to the county treasurer, giving the number, amount and date of the warrant, the payee and the fund on which drawn. Such duplicate warrant issued under authority of this section shall constitute full and sufficient authority to the county treasurer for disbursement of public monies in the amount set forth on the duplicate warrant. The county treasurer shall not pay any warrant on which a stop payment notice has been made unless the board has released the stop payment in writing.

B. The board of supervisors shall establish procedures for issuing duplicate warrants that protect the county and provide the owner with a duplicate warrant within a reasonable time.