

**DATE:** November 27, 2007

**TO:** Agency Addressed (No. 03, 2007-2008)

**FROM:** Douglas A. Darling, Director  
Division of Accounting and Auditing  
Department of Financial Services

**SUBJECT:** Warrant Transmittal Hours

Effective December 10, 2007, Warrant Transmittal will be open from 9:30 a.m. to 4:30 p.m. daily. This new schedule will allow all warrants and electronic funds transfer notices to be broken down by agency and prepared for agency distribution. Instances may occur where the nightly warrant run is delayed and may necessitate agency availability later than 9:30 a.m. We request your cooperation when this occurs and ask that you allow our staff the opportunity to prepare the warrant runs for distribution.

Please contact Lonnie Paige at (850) 413-5410 or Willie Gavin at (850) 413-5783 if you have a special need or requirement that cannot be handled during these specified hours. We will make every effort to accommodate agencies that occasionally have a special circumstance that requires Warrant Transmittal's assistance outside of official operating hours.

Please contact Pinky Mathis at (850) 413-5698 or [pinky.mathis@fldfs.com](mailto:pinky.mathis@fldfs.com) if you have any questions.