**Warrant Release Authorization Request**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Print Clearly**

**Agency Information**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency OLO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Finance & Accounting Office Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Service Director’s Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courier Information**

Courier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courier Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alt Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courier’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courier Company (if different from Agency name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courier’s Supervisor’s Information (Complete even if courier works for an outside company)**

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Alt Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Courier Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Administrative Services Director Date Signed

**Instructions:**

Complete this form to request an agency courier to be authorized to receive warrants, EFT remittance advices, reports and other items from the Department of Financial Services (DFS).

Each courier will receive an id card that is valid for a period of two years from the date of issuance. It is the responsibility of the courier’s supervisor to notify DFS when the agency no longer employees the courier or when the courier is no longer authorized to pick up the warrants. The courier id card will need to be returned to DFS for destruction.

Return the original completed form to the Transmittal Section located in room B-16 of the Fletcher Building.

Agency Information – In this area, include the Agency, Agency OLO, and a contact number for the Finance and Accounting office. This number will be used to contact the office in case of an issue with the warrants or warrant distribution.

Administrative Service Director’s Information – (Or Designee) These fields need to contain the contact information of the Administrative Service Director or designee (must be Bureau Chief or above).

Courier Information – In this area, include the Courier name, Courier phone number, an alternate phone number, the courier’s email address, and the courier company (as applicable). The contact information is needed in case there is a need to contact the courier regarding the warrants availability.

Courier’s Supervisor Information – In this area, include the Courier’s Supervisor’s name, Courier’s Supervisor’s phone number, an alternate phone number, and the Courier’s Supervisor’s email address. This information is for the courier’s direct supervisor and will be used to contact the supervisor regarding warrant availability or with questions regarding the courier.

Signatures – Original signatures are required. If signed by the designee this must be a Bureau Chief or above.