



**NATIONAL TREASURY  
REPUBLIC OF SOUTH AFRICA**

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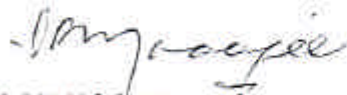
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ALL ACCOUNTING OFFICERS  
HEADS OF PROVINCIAL TREASURY'S  
PROVINCIAL ACCOUNTANTS GENERAL  
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**TREASURY PRACTICE NOTE 10 OF 2001:**

**WARRANT VOUCHER / MICR NUMBER COUPLING REQUIREMENTS**

1. Changes in policies of the government, have necessitated changes in procedures and guidelines to be followed by all government departments regarding warrant vouchers.
2. The implementation of cheque release policy, with the aim of preventing cheque fraud entails that all cheques issued on the departmental accounts held at the South African Reserve Bank (SARB), as well as certain of the commercial banks, such as ABSA and Standard Bank, have to be reflected in the relevant departmental Paymaster General (PMG) accounts prior to being presented for payment.
3. Departmental PMG accounts are updated on a daily basis. To avoid the possibility of cheques being returned unpaid, it is essential that departments do NOT release system or hand generated FMS /BAS or PERSAL warrant vouchers until the required coupling / MICR number has been registered on the relevant systems, i.e. warrant vouchers collected at the Bureaus must be coupled immediately on delivery to the relevant department.

4. As from 9 July 2001, new reports (Annexure A) detailing the FMS and PERSAL couplings must be printed. These reports must be signed by the official performing the coupling, and then verified by the relevant supervisor. The Bureau dispatch section will verify that the previous day's warrant vouchers have been coupled before releasing that day's warrant vouchers.
5. The PMG update takes place after 9:00am the following day. This means that if a department receives warrant vouchers at 10:30am, and couple their warrant voucher / MICR numbers immediately, the earliest the PMG accounts will reflect those couplings will be the next day. The payment documentation for manually issued warrant vouchers from FMS must be captured onto the system immediately. These warrant vouchers can only be released the following day, to allow for a processing run to take place to update the system with the relevant MICR number/s. If a transaction is rejected the warrant voucher cannot be released and/or presented, until the transaction is accepted. Manually issued warrant vouchers from BAS must be captured onto the system immediately, and released to the customer the following day to allow for the transaction to update the PMG accounts. Consequently manually issued warrant vouchers can only be released and/or presented the following day. It is therefore preferable and good practice that only system generated warrant vouchers be used for payments.
6. Warrant vouchers not coupled, or manual cheque transactions not accepted on to the system, will not reflect in the PMG accounts and therefore returned as unpaid.
7. Your urgent attention to the abovementioned will be appreciated.



**I A MAMOOJEE**  
**ACCOUNTANT-GENERAL**

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ANNEXURE A

FMS / BAS CHEQUE RELEASE COUPLINGS FOR 6 JUNE 20001  
(Date couplings made)

Run No.	Lowest W/V No.	Highest W/V No.	Lowest MICR No.	Highest MICR No.	Count	Run Date
65	RE000122	RE000140	24000010	24000028	18	5/6/01
65	RE000141	RE000145	24000030	24000034	5	5/6/01
TOTAL OF RUN					23	

COUPLING OFFICIAL

VERIFYING OFFICIAL

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PERSAL CHEQUE RELEASE COUPLINGS FOR 6 JUNE 20001

Date of coupling	Lowest W/V No.	Highest W/V No.	Lowest MICR No.	Highest MICR No.	No.
6/6/01	ER000122	ER000140	24000110	24000128	18
6/6/01	ER000141	ER000145	24000130	24000134	5
TOTAL					23

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