



## INSTRUCTIONS FOR AUTHORIZING STAFF TO REQUEST FIELD WARRANT STOCK

In accordance with [Alaska Administrative Manual \(AAM\) 38.150](#), the Division of Finance transfers field warrant stock only to the administrative office of a department on the basis of a memorandum signed by the director or designee. This form is that memorandum. By signing this form, the Administrative Services Director is designating one primary and three alternates the authority to request field warrants. This form can be routed through interdepartmental mail to the Division of Finance, Accounting Services Section.

If this form is emailed it must either originate from or be forwarded from the Division Director to [doa.dof.acctsvcs.edi@alaska.gov](mailto:doa.dof.acctsvcs.edi@alaska.gov). When changing or adding a person, please include all previous names still authorized as each form will replace the previous authorization.

**To:** Department of Administration  
Accounting Services, Division of Finance  
**Email:** [doa.dof.acctsvcs.edi@alaska.gov](mailto:doa.dof.acctsvcs.edi@alaska.gov)  
**Mailstop:** 0204

**From:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Mailstop:** \_\_\_\_\_

## FIELD WARRANT RELEASE AUTHORIZATION

Please update the following for Department: \_\_\_\_\_

PRIMARY		ALTERNATE #1	
NAME		NAME	
EMAIL		EMAIL	
PHONE		PHONE	
FAX		FAX	
ALTERNATE #2		ALTERNATE #3	
NAME		NAME	
EMAIL		EMAIL	
PHONE		PHONE	
FAX		FAX	

## APPROVING AUTHORITY ADMINISTRATIVE SERVICES DIRECTOR

PRINTED LEGAL NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

Submit an updated form to the Division of Finance  
**Email:** [DOA.DOF.AcctSvcs.EDI@alaska.gov](mailto:DOA.DOF.AcctSvcs.EDI@alaska.gov)  
**Mailstop:** 0204 | **Fax:** (907) 465-2169