

# REQUEST FOR CHECK IMAGE

(To be used for requesting copies of ALL checks paid/redeemed -  
per section PPM 11,968 of A&R Policy and Procedure Manual.)

**TO:** State Treasurer's Office, Check Processing

Request Date \_\_\_\_\_

FAX: (785) 296-2014

Email: CheckImage@treasurer.ks.gov

**FROM:** Business Unit \_\_\_\_\_ Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Please return image(s) via:  FAX to: (\_\_\_\_\_) \_\_\_\_\_

-or-

E-mail to: \_\_\_\_\_

Check Type\*

& No. (8 digits STARS  
10 digits SMART)

Check Amount

Check Paid Date<sup>1</sup>

DIN Number<sup>1</sup>

Check Type* & No. (8 digits STARS 10 digits SMART)	Check Amount	Check Paid Date <sup>1</sup>	DIN Number <sup>1</sup>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- \*Check Types STARS:
- 1 Payroll
  - 2 Misc. Payable
  - 4 Unemployment Benefit
  - 5 Tax Refunds
  - 6 SRS Satellite Checks
  - 7 Special Misc. (Handwritten)

- \*Check Types SMART
- 1 Payroll
  - 2 SMART
  - 3 Tax Refunds
- Note the check type is  
integrated with the check  
number in SMART.

<sup>1</sup> Information obtained from the State Treasurer's web site