

Accounts and Reports

POLICY AND PROCEDURE MANUAL

Filing No. 11,968

Revision date 06/01/09

Date Issued: 07/01/03

Revisions throughout

SUBJECT

Requests for Copies of Paid Warrants

PURPOSE

To provide procedures for obtaining copies of warrants paid.

AUTHORITATIVE REFERENCES

None

GENERAL INFORMATION

Agencies may request copies of warrants paid (redeemed through the banking channels), directly from the Federal Reserve Bank (FRB) of Dallas, Texas. The FRB maintains warrant images for seven (7) years from the warrant redemption date, after which copies are not available. Form AR-70, "Request for Warrant Image," must be used to initiate a request **ONLY** for images of warrants paid/redeemed **MORE** than 60 days prior to the request date. For images of warrants paid less than 60 days prior to the request date, please contact the State Treasurer's Office at 785-296-4150. Requests must be made by FAX to the number shown on the form – no phone calls will be accepted by the FRB. Contact the State Treasurer's Office if problems are encountered in obtaining warrant images from the FRB.

Request for Warrant Image Requirements from the Federal Reserve Bank

1. **Request Date** – The date the warrant image request is made.
2. **Agency Number** – Your three-digit agency number.
3. **Agency Name** – The name of your agency.
4. **Contact Name** – The name of the person making the request. This is the person who will be contacted for additional information or clarification if problems are encountered in retrieving the warrant image.

5. **Phone** – The contact name’s telephone number.
6. **Please return image(s) via** – choose either FAX or E-mail and complete information required to receive image.
7. **Warrant Number** – The warrant type number, followed by the seven-digit warrant number. A list of the valid warrant types is shown at the bottom of Form AR-70. To retrieve a warrant image, this field must be eight digits, beginning with the warrant type number. For example, miscellaneous warrant #1234567 is written 21234567. The warrant type number may be obtained from the State Treasurer’s web site shown below.
8. **Warrant Amount** – The dollar amount of the warrant.
9. **Warrant Paid Date** – The date the warrant was redeemed by the State Treasurer (available at their web site).
10. **DIN Number** – The Document Identification Number – available at the State Treasurer’s web site.

Additional Information

The Warrant Paid Date and the DIN Number may be obtained from the State Treasurer’s web site at <http://kst.state.ks.us/cgi-win/warrpage.kst>.

CONTACT SOURCES

All requests for information concerning copies of paid warrants should be directed to:

State Treasurer’s Office
Warrants & Accounting Department