INFORMATIONAL CIRCULAR NO. 98-A-005

DATE:	October 3, 1997
SUBJECT:	Requests for Copies of Paid Warrants
EFFECTIVE DATE:	October 3, 1997
CONTACT:	Tammy Lee (785) 296-3292
APPROVAL:	Shirley A. Moses
SUMMARY:	Agencies should now request copies of warrants paid (redeemed through the banking channels) on or after July 1, 1996 directly from the Federal Reserve Bank of Kansas City using the attached form.

Effective immediately, agencies may request copies of state warrants paid on or after July 1, 1996 directly from the Federal Reserve Bank of Kansas City (FRB). If your agency does not have access to the information required to use this process, Accounts and Reports will continue to request these copies on your behalf. Form AR-70 must be used for these requests. A copy is attached for your use. All requests must be made by FAX to the number shown on the form - no phone calls will be accepted by the Federal Reserve.

The following information must be completed on each request:

Date - The date you are requesting the warrant image.

Agency Number - Your three digit STARS agency number.

Agency Name - The name of your agency.

Agency Contact - 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.

Phone (Voice) - This is the agency contact's telephone number.

Please return images to the following FAX number - This is the fax machine number to which the Federal Reserve should transmit the images. You may use a different FAX number on each request submitted, but all images requested on a form will be returned to the same FAX number shown on the form.

Warrant Number - This is the warrant type followed by the seven digit warrant number. A list of the valid warrant types is shown at the bottom of Form AR-70. In order to retrieve a warrant image, this field must be eight digits, and must be shown with the warrant type first.

Warrant Amount - The amount of the warrant.

Warrant Paid Date - This is the date the warrant was redeemed by the State Treasurer.

DIN Number - This is the Document Identification Number.

The Warrant Paid Date and the DIN Number may be obtained using the State Treasurer's Web Site, State Agency Warrant Search Page (http://www.treasurer.state.ks.us/quiklook.htm).

Requests received by the FRB by 2:00 p.m. each day will normally be returned to you by 5:00 the same day. Requests received by the FRB after 2:00 p.m. will be processed by 9:00 a.m. the following day.

Please remember that the FRB can retrieve images of only those warrants paid on or after July 1, 1996. Copies of warrants paid prior to that date should continue to be requested from the Accounting Services Section.