



*Office of the Kansas State Treasurer*  
*Cash Management Division*

900 SW Jackson      2nd Floor North      Topeka, KS 66612  
Phone 785-296-4144      Fax 785-296-6639

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If you would like the State Treasurer's Office to trace an ACH transaction with the state's contracting bank, please provide the following information.

Please email the completed form to [treascash@treasurer.state.ks.us](mailto:treascash@treasurer.state.ks.us).

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| Person Making Request  |
| Email Address of Requestor   |
| Phone # of Requestor   |
| Business Unit  |
| Agency Name  |
| SMART Voucher Number   |
| Vendor Name  |
| Bank Name  |
| Account Name   |
| Dollar Amount of ACH   |
| Effective Date of ACH<br><i>(date funds were to be deposited to vendor's bank account)</i> |

| <b><i>State Treasurer's Use Only</i></b> |  |
|--|--|
| <i>ABA/Routing Number</i>                |  |
| <i>Bank Account Number</i>               |  |
| <i>Findings/Results</i>                  |  |
| <i>Date Agency Notified</i>              |  |