



State of Iowa
Treasurer's Office

Capitol Building
1007 E Grand Avenue
Des Moines, IA 50319

State Agency Request to Access Redeemed Warrant Information

Agencies must complete this form to request access to retrieve a copy of a State warrant. State issued warrants may be considered a "record" and redeemed State warrants could contain confidential information, such as the signature and bank account information of the person who cashed the warrant. The Treasurer's Office maintains a password-protected system that houses images of redeemed State warrants for seven years and will not provide copies on an individual basis.

An agency may request an employee's access to this system if that individual has a valid business purpose. Additionally, employees with access are required to follow your agency's policy and procedures on when and how they are permitted to print, copy, distribute or release a copy of a redeemed warrant.

An agency will immediately contact the Treasurer's Office to rescind this permission when the employee either leaves employment with the agency or no longer needs access to this information due to a change of duties.

First Name:	Last Name:
Agency Name:	Agency Number:
Email:	Phone:
Manager Name:	Manager Email:
<input type="checkbox"/> I have a valid business purpose to access redeemed State warrant information and understand my agency's policy related to releasing this information to anyone.	

X _____ Date of Request: _____, 20_____

Requestor Signature

x _____

Requestor's Manager Signature

Email form to: Accounting@tos.iowa.gov