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KANSAS STATE TREASURER

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March 19, 2020

Partner agencies:

In consideration of Governor Kelly's announcement to limit Kansas Government to only essential functions for two weeks beginning March 23, 2020, we want to provide information regarding functions the State Treasurer's Office (STO) will continue to provide.

We will continue to provide support for agencies to complete their mission critical functions including the following:

- Wire Transfers – Please continue to process outgoing domestic wires in the same manner you are currently using. ARPreAudit will still be approving wire vouchers on SMART and will be giving our office verification that the voucher has passed budget checking and been fully approved before sending the wire. The deadline for wire transfers remains at 9:30am Monday-Friday.
 - We will not be processing outgoing foreign wire transactions between 03/23 and 04/06, inclusive.
- ACH & Wire Deposits – We will continue to receive ACH and wire transfers and will notify agencies of transactions via email using contact information already on hand. If adjustments to our contact list need to be made, please send an email to TreasCash@treasurer.ks.gov.
- PayPort ACH files – For agencies who send ACH files through our PayPort system, we will continue approving and sending these transactions to the bank under the current guidelines. Because of our limited staffing, files received by 2pm will be approved no later than 3pm every business day as a part of our closing processes. Please be patient with us if you are accustomed to seeing approvals in the morning.
- Bond Payments – For agencies who have issued bonds through K DFA, we will continue reciprocating interfunds for principal and interest payments. Please continue emailing those notifications to bond.receipts@treasurer.ks.gov.

We will have modified procedures in place for the following:

- Check Deposits – During this time agencies who need to make check deposits in line with their mission essential functions, please call Shauna Wake at 785-296-4160. We will make arrangements with you to make these deposits directly to your nearest U.S. Bank branch. Please contact us before taking check deposits to your local branch to go over procedures. U.S. Bank has been working closely with our office to support us during this time and we have procedures in place to make things as easy as possible for both our agencies and bank personnel.
- Cash Deposits – Agencies who need to make cash deposits should continue taking them to their local branch. We encourage you to use U.S. Bank's drive through service even if the lobby is open to further practice social distancing. Please write

your agency number and your contact number on the deposit slip so that we know how to properly apply the funds. Also, send an email to TreasCash@treasurer.ks.gov to notify us that you are making a deposit to the bank. Failure to do this may result in a delay in processing your deposits.

- Check Distribution – Agencies who have checks printed using SMART should whenever possible be using the handling code “CM” to have checks printed and mailed directly to the receiver. This is the default option when creating a check voucher on SMART. If your agency needs to pick up checks during this period, you will be able to pick up the checks from Central Mail. Please call Cheryl (785-296-7276) or Dave (785-291-3159) before you go to get further directions. They will require you to show a state ID badge to sign for and pick up checks.

This is a good time for the State of Kansas to further move to electronic fund transfers instead of issuing checks. Please keep this option in mind for your payments as much as possible to ensure the speedier and more secure transfer of funds.

We will utilize this time to further enhance our teleworking plans so that services may return in full without sacrificing the health and safety of our employees or customers. We will continue to monitor the situation and will follow guidelines provided by the Governor’s office, the Kansas Department of Health and Environment, and the Centers for Disease Control and Prevention.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jake LaTurner". The signature is fluid and cursive, with a large initial "J" and "L".

Jake LaTurner
Kansas State Treasurer