

DATE: June 4, 2018

TO: Agency Addressed (No. 36, 2017-18)

FROM: Paul Whitfield
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: REQUEST FOR PAID WARRANT COPIES

The Division of Treasury is responsible for fulfilling requests for copies of paid warrants.

Requests for paid warrants for agency records may be submitted to Treasury via email FL.Treasury@myfloridacfo.com, fax at (850) 413-2724, or by contacting Treasury at (850) 413-3166. The information needed to accurately and timely fulfill the request, is as follows:

1. Requesting Agency Information:
 - a. Agency Name
 - b. Agency Contact Name
 - c. Agency Contact Phone Number and Email

2. Warrant Information:
 - a. Warrant Number
 - b. Issue Date/Warrant Date
 - c. Warrant Amount
 - d. Warrant Type
 - e. Payee Name
 - f. Paid Date
 - g. If the requested warrant image is **less** than 12 months old, please include a copy of the Florida Accounting Information Resource (FLAIR) system paid warrant index page.

Without the information listed above, Treasury cannot guarantee the information requested can be retrieved from the warrant imaging system.

Copies of paid warrants to fulfill subpoenas must be directed to the Service of Process Section within the Office of the General Counsel. Contact the Service of Process Section at (850) 413-4200.

Please contact Blake Goodwin, Division of Treasury, Bureau of Funds Management at (850) 413-2794 if you have any questions regarding this memorandum.