

## SAM - CASH

### PAID AGENCY CHECKS

8050

(Revised 09/2010)

The State Treasurer's Office ([STO](#)) will:

1. Settle daily with banks presenting agency checks for payment. Agency checks are checks issued from a department's account; i.e. office revolving fund, general cash, or trust.
2. Retain the paid checks data in STO's statewide Agency Paid System for five years from the paid date. Departments can access and print images of their agency checks online through the Agency Paid System.

To obtain access to the Agency Paid System, departments shall complete the STO's User ID Assignment/Removal Form STO-IP 130. The form and information can be obtained by contacting the STO Item Processing Section at [Item.Processing@Treasurer.ca.gov](mailto:Item.Processing@Treasurer.ca.gov).