



Office of the State Treasurer

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Steve McCoy
Treasurer

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(Date)

Contact
Title
College/University
Address
City, State Zip

RE: Solicitation of banking proposals

Dear ():

In accordance with the State of Georgia Depository and Bank Fee Policy (the "Policy"), colleges and universities under the auspices of the Board of Regents are to review their banking relationships at least every five years in concert with the Office of the State Treasurer (OST). OST is pleased to assist you in this process by providing the instructions and forms to be used in obtaining information on bank accounts, bank services and bank fees. We are enclosing a set of instructions, a school questionnaire and sample bank questions for your use. On your behalf, we will forward the following forms to the banks in the Bank Fee Program and other banks you are interested in our evaluating or, if you prefer, you may include these OST forms with an RFP that you will send to the banks.

Instructions to Banks
Templates for Inclusion in Banking Bids
Bank Fee Proposal
Bank Compensation Proposal

For the convenience of the **(College/University Name)** and the banks, these templates are posted on our OST website.

For all of your accounts, we ask that you consider all Bank Fee Program banks as well as any other bank with a branch within a reasonable distance from your campus(s). As explained below, banks must complete and include both the Bank Fee Proposal(s) and the Bank Compensation Proposal(s) in their responses.

Upon receipt of the banking proposals, we will prepare a cost analysis of the information and send you a report identifying the three lowest priced banking service providers. **(College/University Name)** may select from among the three lowest cost providers for banking services in accordance with your own selection process. If you do not desire to award the account to the lowest cost provider(s), you can request an exception per a provision in the Bank Fee Policy.

Following the selection of your bank, please provide OST with the name of your bank accounts per the terms of the Bank Fee Policy. OST will submit your request to the State Depository Board for consideration. Upon approval and receipt of OST signature cards, we will list any new account(s) in the State Bank Registry.

We look forward to assisting **(College/University Name)** in the evaluation and selection of your banks.

Sincerely,

Steve McCoy
State Treasurer

cc: Donna Bowman
Rhen Cain

Attachments