Office of the State Treasurer

200 Piedmont Avenue, Suite 1204, West Tower
Atlanta, Georgia 30334-5527
ost.georgia.gov

Steve McCoy
Treasurer

(404) 656-2168
FAX (404) 656-9048

(Date) Technical College Version

Contact
Technical College
Address
City, State Zip

RE: Solicitation of banking proposals

Dear ( ):

In accordance with the State of Georgia Depository and Bank Fee Policy (the "Policy"), technical colleges 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 any other banks you are interested in our evaluating.

Instructions to Banks

Templates for Inclusion in Banking Bids
- Bank Fee Schedule
- Bank Compensation Proposal

For the convenience of **(College Name)** and the banks, the instructions to the school, a school questionnaire, sample bank questions and instructions to the banks 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(s) with a branch within a reasonable distance from your campus(es). As explained below, banks must complete and include both the Bank Fee Schedules and the Bank Compensation Proposals 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 cost banking service providers. **(College 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 one of the three lowest cost providers, you must request an exception per a provision in the Policy.

Following the selection of your bank(s) but prior to making any binding agreement or signing any banking agreement, **(College Name)** should provide OST with the names of your bank accounts, a copy of the agreement(s) proposed to be executed, and an explanation of your selection if not choosing one of the three lowest cost providers. OST will submit your request to the State Depository Board for consideration. Upon approval and receipt of State Signature Card and Depository Agreements, we will list any new account(s) in the State Bank Registry.

We look forward to assisting **(College Name)** in the evaluation of its banks.

Sincerely,

Steve McCoy
State Treasurer

cc: attachments