



Office of the Arizona State Treasurer
 1700 West Washington
 Phoenix, Arizona 85007
 (602) 542-7800 phone
 (602) 542-7176 fax

REQUEST FOR AGENCY BANK ACCOUNT

Agency Information: _____ Date: _____

Agency Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Instructions:

Submit the completed request form to the Office of the Arizona State Treasurer for authorization. The form should indicate the purpose of establishing a separate bank account, as well as statutory authority to separate funds from general fund monies. All bank correspondence will be forwarded to the account custodian at the agency address listed above. The signature cards should be signed by requesting agency personnel and returned to the respective bank. A copy of the signature card should be placed on file at the Office of the State Treasurer.

REQUEST AND CERTIFICATION

In accordance with ARS 35-142, I hereby request the establishment of, or changes to, an agency bank account in the name of the agency specified above.

I certify that the bank account will be used for a valid public purpose and will be consistent with applicable statutes, laws, appropriations, grants and contracts. I also certify that I will administer the bank account in accordance with policies and procedures established by the Office of the Arizona State Treasurer and the Arizona Department of Administration.

The following agency official is the designated custodian of the bank account and is charged with handling and accounting procedures.

_____ Signature of Custodian	_____ Signature of Agency Head
_____ Name of Custodian (Please Type or Print)	_____ Name of Agency Head (Please Type or Print)
_____ Title of Custodian	_____ Title of Agency Head

PURPOSE FOR SEPARATE BANK ACCOUNT:

- Web Portal Account (CBG -Cash Pro Biller Gateway)
- Web Portal Account (ASET-Jbilling)
- Credit Card Account
- Remote Deposit Account
- Other: Please explain below

APPROVAL SIGNATURES (TREASURY USE ONLY)

Treasury Banking Services	Signature of Authorization
_____ Signature and Date	_____ Signature and Date