

SAM – TRUST AND AGENCY FUNDS (Non-Treasury)

SAFEKEEPING

19423

(Revised 5/1987)

Securities will be kept in a safe or vault. Agency facilities may be used or the securities may be transmitted to the [State Treasurer](#) for safekeeping.. If securities are transmitted to the State Treasurer, the head of the agency or his deputy will complete a letter similar to the following on the agency's letterhead:

Date

State Treasurer
P.O. Box 1919
Sacramento, CA 95809

Dear Sir:

The following employees of the (Name of Agency), whose names and signatures appear below are hereby authorized to issue and sign any letters, instructions, or other written evidence of authority directed to the State Treasurer of the State of California whereby said State Treasurer is authorized to receive, release, or otherwise dispose of any securities or other property belonging to or under the control of this agency, which is about to be deposited or is now on deposit with the State Treasurer for safekeeping or which is or may be deposited with him under the provisions of any laws of the State of California.

(Name—Typewritten)
(Title)
(Authorized Signature)

In the event the securities or other property so held are directed by instructions signed by anyone of the above persons to be delivered to this agency, then the following employees whose names and signatures appear below are hereby authorized to take delivery of an official receipt from you on behalf of this agency.

(Name—Typewritten)
(Title)
(Authorized Signature)

Your responsibility will cease upon making delivery in accordance herewith.

These instructions are to remain in full force and effect until written revocation is filed with the State Treasurer.

Very truly yours,