



OITP Transaction Order

The *(Name of Agency or Public University)* _____ authorizes the following OITP transaction to be funded from or into this Agency's or Public University's Oregon Short-term Fund (OSTF) account.

Amount: \$ _____ Purchase / Sale *(Circle one)*

Transfer funds from *(purchase)* or to *(sale)* the following Oregon Short-term Fund accounts:

OSTF Acct: _____ Amount: \$ _____
OSTF Acct: _____ Amount: \$ _____
OSTF Acct: _____ Amount: \$ _____

Execute this order at the beginning of the month of _____.

- Orders must be received 10 business days prior to the end of the previous month.
- Transactions will take place on the first business day of the subsequent month. (For example: The value of a sell order received 10 business days prior to July month-end would be processed on August 1st, using the July month-end NAV.)
- Funds transfers between OITP and Agency or Public University OSTF accounts take place on the 1st day of the subsequent month.

The undersigned acknowledges that it is the agency's or public university's responsibility to inform the OST of any changes to the information provided on this page and verifies its accuracy.

Submitted by:

Name

Official Title

Signature

Date

Fax or mail this Transaction request to the following:

Attn: Oregon Intermediate Term Pool
Office of the State Treasurer
Investment Division
16290 SW Upper Boones Ferry Road
Tigard, OR 97224

Fax: (503)620-4731

(For Treasury use only)
Transaction Request Confirmed:
Name & Date: _____

