



**OREGON  
STATE  
TREASURY**



# Inside the Vault

**State Agency Edition**

## Cash Management Legislation

With the 2020 legislative session starting next week, we would like to remind agencies that Treasury is available for advice and consultation regarding legislation with cash management impacts. That would include legislation with references to funds, accounts, interest earnings, investment authorities, debt management and bonding mechanics, and more. If you have questions or concerns about such legislation, please touch base with your regular Treasury contacts or one of the following:



*Gary Halvorson, Oregon State Archives*

Dmitri Palmateer, Chief of Staff  
503.378.4329  
[dmitri.palmateer@ost.state.or.us](mailto:dmitri.palmateer@ost.state.or.us)

Cora Parker, Director of Finance  
503.378.4633  
[cora.r.parker@ost.state.or.us](mailto:cora.r.parker@ost.state.or.us)

Ryan Mann, Legislative Director  
503.373.7135  
[ryan.mann@ost.state.or.us](mailto:ryan.mann@ost.state.or.us)

Laura Lockwood-McCall, Director of Debt Management  
503.378.4930  
[laura.lockwood-mccall@ost.state.or.us](mailto:laura.lockwood-mccall@ost.state.or.us)

## Upcoming Holiday

Due to Presidents Day, Treasury, the Federal Reserve, and Oregon banks will be closed Monday, February 17. Customer statements and files will not be produced for February 17 due to the closures. In addition, ACH files sent to Treasury after the deadline on Friday, February 14, will be sent to the bank on Tuesday, February 18, and must have an effective date of February 19 or later.

## Interest Rates

|                          |       |
|--------------------------|-------|
| Average Annualized Yield |       |
| December                 | 2.25% |
| Interest Rates           |       |
| December 1–31            | 2.25% |

## EFT Business Systems Renewal: Domestic Wire Transfer Service Transition

As of January 21, Treasury has transitioned domestic wire origination services to KeyBank. This transition marks a significant milestone for the Electronic Funds Transfer (EFT) Business Systems Renewal (BSR) Project—a multi-phase effort to streamline processing while reducing risk and enhancing service to you, our customers.

With this transition complete, Treasury customers (agency and university staff) should continue to request wire transfers through Treasury's Banking Operations team. When doing so, be sure to use the updated wire request forms (available on Treasury's [website](#) and within our Online Services web portal). If requesting a "templated" (formerly "recurring") wire transfer, be sure to use the new "template" (formerly "repetitive") numbers previously provided to all EFT Authorized Signers at impacted agencies/universities. Finally, be aware of the changes to Treasury statements: a new section header for "KeyBank EFT" and a unique "Transaction ref #" for each listed outgoing wire transfer.

Received (incoming) wire transfers are not impacted by this transition but are targeted for transition throughout the first and second quarters of calendar year 2020. Treasury customers will receive access to KeyNavigator and additional reporting as part of that transition. International wire transfers are not part of the project and will continue to be processed by Treasury through Western Union. For more information about which Treasury services will and won't be impacted by the project, see the July 2019 [issue](#) of *Inside the Vault*.



The Electronic Funds Transfer (EFT) Business Systems Renewal (BSR) project will transform both how Treasury internally operates ACH, wire transfer, and book transfer services and how we deliver those services to our customers. Treasury is partnering with KeyBank to deliver ACH and wire transfer services while exploring other solutions to deliver book transfer services. The new service delivery model will streamline processing while reducing risk and enhancing service to our customers.

### Staff Changes and New Employees

After 33 years of state service—including 25 years at Treasury—Sharon Prentice is retiring this month. Over the course of her career, Sharon has assisted with several statewide system implementations—such as payroll, SFMA, and STAN Online—and implementation of the statewide E-Government E-Commerce solution. More recently, Sharon has provided leadership around the state's merchant card acceptance and security efforts as well as public funds law compliance. Sharon's expertise and guidance will be greatly missed, but we wish her well as she embarks on a new adventure.

To support various project-related activities, including the Electronic Funds Transfer (EFT) Business Systems Renewal, Brady Coy is transitioning out of his role as Banking Operations Manager. Brady will dedicate his wealth of experience and expertise—

(Continued on page 3)



## EFT Authorized Signers Validation

Agencies that initiate EFT (ACH and/or wire transfer) transactions must designate staff who are authorized to initiate and/or approve such transactions. Treasury requires agencies to annually validate those designations. Treasury recently sent reminders to agency CFOs/Directors regarding this requirement. The EFT Authorized Signers form (C.9) can be found on our website by clicking [here](#). *Agencies must submit new forms by February 14.*

*(Continued from page 2)*

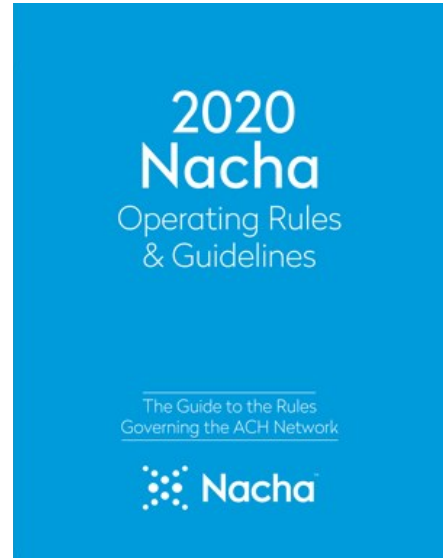
especially with regard to Treasury's internal operations and the operations of both our customer agencies and banking partners—to helping us pursue truly transformative changes in how we accomplish our work and serve our customers. To support the critical day-to-day work of Banking Operations, Edie Kessel is assuming the role of Banking Operations Manager. Edie's vast and varied experience across multiple roles and teams at Treasury and elsewhere will uniquely position her to quickly engage with the team and ensure we continue to effectively support the important work of our customer agencies.

Lastly, two new employees recently joined Treasury as Customer Solution Analysts. Lyndsie DeOlus previously worked in financial advising and most recently worked in financial aid at Linn-Benton Community College. Heidi Lancaster worked in banking for several year and most recently worked at the Oregon Department of Human Services supporting SNAP and TANF. Lyndsie and Heidi can be reached along with the rest of the Customer Solutions team at 503.373.7312 or at [CustomerSolutions@ost.state.or.us](mailto:CustomerSolutions@ost.state.or.us).



## Nacha Rule Books

The *Nacha Operating Rules & Guidelines* (Rules or Rule Book) is an annual publication produced by Nacha. The Rule Book serves as the definitive source of information governing the exchange and settlement of electronic funds transfers through the Automated Clearing House (ACH) Network and provides users with the legal framework for the ACH Network. While Treasury staff is available to assist agencies with resolution of ACH file issues and answer questions regarding the ACH Network and Rules compliance, Treasury has purchased copies of the Rule Book as an additional resource for agencies originating ACH transactions. Treasury recently mailed Rule Books to current agency ACH contacts. Recipients also can access the Rule Book online by following the access instructions included with the Rule Book. If you have any questions, contact Customer Solutions at [CustomerSolutions@ost.state.or.us](mailto:CustomerSolutions@ost.state.or.us).



## Signature Authorization Forms Reminder

Treasury Policy 02.18.10 requires that agencies submit annually, each January, new signature authorization forms for each Treasury Account (formerly Suspense Account). Earlier this month, Treasury sent reminders to agency CFOs/Directors regarding this requirement. The Signature Authorization Form (Form C-2) can be found on our website by clicking [here](#). *Failure to submit the required forms by February 14 could result in revocation of Treasury Account disbursement authority.*



## Service Spotlight

**Checks** and **warrants** are paper-based methods to disburse funds. While there are important differences between the two types of instruments, one of the practical distinctions for agencies is that checks are drawn against Treasury accounts while warrants are drawn against Agency or General Fund accounts (accounts must be specifically granted check-writing or warrant-writing authority). Another distinction is that warrants are centrally requested through the Statewide Financial Management Application (SFMA) and printed by the Oregon Department of Administrative Services.

To deter fraud, Treasury has adopted a custom single state check design that utilizes a controlled paper stock with a variety of security features. Treasury also has implemented **Reverse Positive Pay**, a service where agency staff review checks presented for payment and can elect to pay, return, or adjust a check.

Agencies also can choose to use **Positive Pay**, a service where an agency provides a daily file containing a list of issued checks. Any check attempting to clear that does not match a check included in the file will be flagged for the agency to review and determine whether to pay, return, or adjust the check. Positive Pay reduces the risk of fraud losses.

If you are interested in evaluating your business needs and available options, or have questions regarding check and warrant issuance generally, contact Customer Solutions at [CustomerSolutions@ost.state.or.us](mailto:CustomerSolutions@ost.state.or.us).



**Director of Finance**

Cora Parker  
503.378.4633

**Deputy Director of Finance**

Mike Auman  
503.378.2752

**Policy & Strategy Manager**

Bryan Cruz González  
503.378.3496

**Cash Management Analyst**

Natalya Cudahey  
503.378.8256

**Administrative Specialist**

Kari McCaw  
503.378.4633

**Banking Fax**

503.373.1179

**Banking Operations Manager**

Edie Kessel  
503.373.1897

**Banking Operations Coordinator**

Ellis Williams  
503.378.4990

**ACH File Issues**

ach.exception.notify@ost.state.or.us

**Check Fraud/Stop Payments**

**Check Image Requests**

**Check Stock Testing**

Ashley Moya  
503.373.1944

**Fed Wires/ACH Origination**

Shannon Higgins  
503.378.5043

**Local Government Investment Pool**

Edie Kessel  
503.373.1897

**Merchant Card/U.S. Bank**

Nikki Main  
503.378.2409

**Online User**

**Password Resets**

ost.banking@ost.state.or.us

**Safekeeping/Debt Service**

Sherry Hayter  
503.378.2895

**Customer Solutions Team**

customersolutions@ost.state.or.us  
503.373.7312

**Analysts/Consultants**

Lyndsie DeOlus  
Shannon Kammerman  
Heidi Lancaster

▲ ▲ ▲

**Cash Management**

**Improvement &**

**Renewal Program**

cmirp@ost.state.or.us

**Manager**

Brady Coy  
503.378.2457

**Business Analyst**

Angel Bringelson  
503.378.5865

**Contracted Project Manager**

**(TEK Systems)**

David Riffle  
503.373.7864

**OREGON STATE TREASURY**

350 Winter Street NE, Suite 100 ► Salem, OR 97301-3896  
oregon.gov/treasury