**TO:** <Name> **DATE:**

 <Title, Dept. >

 <Campus>

**FROM:** <Contractor Firm Name, Contractor Contact Person Name>

**SUBJECT:** **Request for Securities Transaction Escrow #:** <insert Escrow #>

We are requesting to: 🞎 deposit 🞎 withdraw (*check one only*)

the following securities in the above-referenced escrow account at the State Treasurer’s Office (STO), and have listed the required information regarding this transaction below. Please have the transaction take place by: <insert date>.

**DEPOSIT**:

 1) Security Name: 2) CUSIP / SECURITY #:

 3) Issue Date: 4) Maturity Date:

 5) Interest Rate: 6) Amount: $

For Delivery of Book Entry securities to CITIBANK, include the following:

 7) Delivering Agent Name: 8) DTC Broker Code:

 9) ABA: 10) FED Wire Address:

11) Settlement Date (Date Security is to be Delivered):

Wire Instructions for Interest Payments:

12) Bank: 13) ABA:

14) Account #: 15) FFC:

16) Bank Contact Name & Phone:

**WITHDRAW**:

 1) Security Name: 2) CUSIP / SECURITY #:

 3) Issue Date: 4) Maturity Date:

 5) Interest Rate: 6) Amount: $<insert amount>

 7) For Release of Physical Securities: (Please provide a contact person & address)

 Agent Contact Person

 Street Address City State Zip

For Release of Book Entry securities from CITIBANK, include the following:

 8) Receiving Agent Name: 9) DTC Broker Code:

10) ABA: 11) FED Wire Address:

12) Contractor’s Account #: 13) FFC:

14) Settlement Date (Date Security is to be Released):

Contractor’s Authorized Signature Printed Name & Title Date

**CSU Approval**

CSU Construction Administrator’s Signature Printed Name & Title Date