

REQUEST FOR SAFEKEEPING

To: **West Virginia State Treasurer's Office**

From: _____

Date: _____

Subject: **Request for Safekeeping Securities or Documents**

Request is hereby made that the West Virginia State Treasurer's Office accept for safekeeping within the main vault of the State Treasurer's Office securities, papers, or other such items of the State Agency described below:

Name of agency: _____

Address: _____

Telephone Number: _____

FEIN: _____

Authorized Signature

Date

Name (Please Print)

Title (Please Print)

Please list below other employees authorized to place items in, or withdraw them from, Safekeeping:

_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ (Printed Name)	_____ (Title)	_____ (Signature)	_____ (Date)
_____ Printed (Name)	_____ (Title)	_____ (Signature)	_____ (Date)

AGENCY MUST ADVISE THE STATE TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN AUTHORIZED PERSONNEL AND COMPLETE AN UPDATED REQUEST FORM