

## **Section III**

### **TREASURY (TRS) ACCOUNTS (formerly Suspense Accounts)**

#### **Opening**

If an agency needs to open a TRS account, the request must be made in writing to the Director of the Finance Division explaining the justification for the new account. The written request should be accompanied by the Request for New Treasury (TRS) Account form (Form C-1) which includes the following information:

1. Statutory authority providing for the account.
2. Whether or not check-writing authority is being requested.
3. Whether or not interest is to be retained, including statutory authority granting right to retain interest earnings.
4. Signature of officer authorized to open such an account.
5. Account title and number requested.
6. Anticipated monthly volumes for deposits and checks, if applicable.

If the ability to write checks is requested, the Banking Section will forward the request, if approved, to the Department of Administrative Services (DAS) for its approval prior to granting such authority.

Along with the Request for New Treasury (TRS) Account form, the agency will need to furnish the Banking Section with specimen signatures of all persons who will be authorized to sign checks or otherwise move funds from the account. These signatures should be submitted on the Signature Authorization Form (Form C-2). Rubber stamp facsimiles are not acceptable. When it is necessary to add or delete signatures, a complete new Signature Authorization Form must be submitted.

At this time, the agency should order pre-encoded deposit slips. See Section IV, page 1 for instructions on ordering deposit slips.

### **Closing**

If an agency needs to close a TRS account, the request must be made in writing by an authorized signer on the account and sent or faxed to the Banking Section. The account must have a zero balance.