



Application Form for Investment Policy Certification

1. Entity Name (as it will appear on your plaque): _____
2. Population of Jurisdiction: _____
3. Size of total investment portfolio: \$ _____
4. Indicate the current composition of the portfolio:

Treasuries	\$ _____	CD's	\$ _____
Agencies	\$ _____	BA's	\$ _____
State Pool	\$ _____	Repos	\$ _____
Other	\$ _____		
5. What is the average maturity of your investment portfolio? _____ days
6. Are you a member of WMTA? yes _____ no _____
7. Has the attached investment policy been adopted by the appropriate approving authority?
yes _____ no _____ (*Not required prior to submission*)
8. Does your jurisdiction specifically mandate the adoption of an investment policy?
yes _____ no _____ (*NOTE: Counties are required by statute to have an investment policy approved by the County Finance Committee.*)
9. List investment staff:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
10. Does your entity have a separate investment procedure manual? yes _____ no _____
11. If you invest in repurchase agreements, does your entity have a signed Master Repurchase Agreement? yes _____ no _____
12. Do you employ an active or passive approach to investing?
Active _____ Passive _____
13. Treasurer/individual requesting review and certification:
Name: _____
Title: _____
Phone #: (____) _____ - _____
Address: _____

14. To whom should the formal announcement of the award of Investment Policy Certification be addressed?

Name: _____

Title: _____

Address: _____

15. Would you like local media notified? yes _____ no _____

If "yes", please provide the following information on this media source.

Name: _____

Address: _____

16. Date Submitted: ____/____/____

17. All submitted applications and policies will be distributed to three reviewers who will evaluate and make a recommendation regarding certification. It must be the consensus of the three reviewers for a policy to receive WMTA certification. The initial program fee is \$60. A re-submittal will be allowed at no charge; however, if a third submittal is required, an additional \$25 payment must accompany the policy. Policies must be received by February 15 in order for successful applicants to be recognized and receive a plaque at the Annual WMTA Conference in April in Chelan, Washington.

18. Send the program fee of \$60 (payable to: WMTA) **and** four copies of the application form and the investment policy to:

Robbi Stedman
Investment Policy Certification Chair
Office of the State Treasurer
PO Box 40200
Olympia WA 98504-0200

The WMTA Model Investment Policy is intended to provide guidance in creating rules that govern the investment of public funds. It must be implemented in conjunction with strict adherence to applicable statutes, judicial decisions, and investment opinions. It is not a guarantee against loss due to economic and market conditions or human behavior.

WMTA Use Only	
Date Received: ____/____/____	Reviewers: _____
Check #: _____	_____
Amount: \$ _____	_____
	Success?: <u>Yes / No</u>