

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2650-1
SUBJECT: INVESTING DISTRICT FUNDS	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 02/28/85; 09/28/93; 12/06/96 <hr/> PREPARING OFFICE: BUSINESS SERVICES

I. PURPOSE:

To establish procedures for investing district monies.

II. LIMITATIONS AND GUIDELINES:

Treasurer's Office and Financial Institutions Within the Boundaries of Topeka Unified School District No. 501.

III. AUTHORIZATION:

Unified School District No. 501 bids investment of district funds as provided for by K.S.A. 12-1675.

IV. PROCEDURE:

The amount of money available and the terms and type of instrument will be communicated to the financial institutions by telephone or fax at least one day before settlement date. Investments will be effective on the date specified.

The institutions being awarded the investments will be notified by 9:30 a.m. the day of settlement. All bidding institutions will receive a bid tabulation sheet by fax.

The minimum amount will be \$300,000. Institutions may bid the total amount or multiples of \$100,000. In instances of ties in bidding, amounts will be awarded in lots of \$100,000 on a rotation basis. Amounts less than \$300,000 will also be awarded on the rotation basis.