Who Will Benefit
Government staff who are responsible for securing banking services for their entity.

Program Overview
Governments use a variety of banking services related to deposits, disbursements, and the safekeeping of public funds. In so doing, governments should develop appropriate policies and procedures for the selection of banking and treasury management vendors, and the ongoing management of these services. This course will provide an overview of the variety of banking services typically used by governments and the various factors that should be included in RFPs and internal policies and procedures to ensure proper controls and the most appropriate and cost effective banking services.

Seminar Objectives
- Review and understand GFOA’s best practice, Procurement of Banking Services.
- Discuss the variety of banking services commonly used today by governments, including electronic banking services.
- Understand the ongoing management responsibilities associated with using outside vendors.
- Evaluate how to compare cost/benefits associated with specific services, as well as review various fee structures commonly used.
- Review a case study of a government’s use of RFPs and decision-making process for their banking services.

Faculty
Please check www.gfoa.org for the faculty listing of GFOA staff and/or practitioners as it becomes available.

It’s Easy to Participate
- The GFOA’s Internet training is delivered to attendees via a secure website and audio conferencing service.

Equipment Needed
- A computer with a Web browser to view the presentation. If you have speakers for your computer, you will be able to listen to the training using them.
- If you do not have speakers for your computer, you will need a phone to listen to the presentation. (Speaker phone recommended, but not required.)

How It Works
- Participants will receive an e-mail invitation containing a link with instructions at the beginning of the week the course will be taking place from the e-mail address messenger@webex.com. (Please add this e-mail address to your “allowed senders list.”)
- View materials on secure Internet site.
- Ask questions at any time during the course and test your mastery of the material with interactive exercises.
- To join the event more quickly, you can set up Event Manager before the event starts. Go to: https://gfoa.webex.com/gfoa/ecsetup.php?frommail=1.

Recommended Reading
- Banking Services: A Guide for Governments
- An Introduction to Treasury Management Practices

Go to www.gfoa.org and click on the “Products and Services” link to access the following best practice document:
- Procurement of Banking Services (March 2010)

To learn more, order online, or register for this event, visit www.gfoa.org.
Preventing a Banking RFP

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**August 13, 2014**

2:00 p.m. – 4:00 p.m. ET

Course Level: Basic • Prerequisites: None • Field of Study: Management Advisory Services

### Registration Fees (Please Check One)

- $85 Active/Associate Member
- $160 Nonmember

**Registration Fee:** $ ________

**Group Discount:** $ ________

New member fee: Visit www.gfoa.org or call GFOA at (312) 977-9700 for fee. Discount for paid new member ($ -25.00 )

**REGISTRATION TOTAL $ ________**

### Publications

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<td></td>
<td>Banking Services: A Guide for Governments</td>
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**TOTAL $ ________**

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- Next-day UPS
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**Fees must be paid in U.S. dollars by check, credit card, or purchase order. Please do not submit duplicate copies.**

- **Payment by check:** Payable to “Government Finance Officers Association” Send to: GFOA • 30714 N. LaSalle St. • Suite 2700 • Chicago, IL 60612-1217
- **Payment by credit card:** scan and e-mail the form to training@gfoa.org; fax: 312-977-4806; or send to: GFOA • 203 N. LaSalle St. • Suite 2700 • Chicago, IL 60601-1210
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- **Bill Me. (Scan and e-mail it to: training@gfoa.org or fax: (312) 977-4806.)** You must include a purchase order number. Payment must be received for all registrations prior to the event date.

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Please photocopy this form for additional registrants.

A copy of the confirmation and invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

Registration fee is per person, not per group. Early and/or student registration discounts do not apply to Internet training.

Register and pay for 3-9 participants and receive 10 percent off the total cost of the registrations. Register and pay for 10 or more participants and receive 15 percent off the total cost of the registrations. To qualify for the group discount, registrations must be submitted together. Individual registrations submitted separately or after the original group is submitted will not qualify for the group discounts.

Cancellation requests must be made in writing to the GFOA. All cancellations received five business days before the event date will incur a $20 administrative fee. No refunds will be issued after that date.

**Substitutions (government entities only):** A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in his/her place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

**Inquiries:** For information regarding administrative policies such as complaints and refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.

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