

**Janet Barresi, State Superintendent of Public Instruction
Oklahoma State Department of Education**

NOTIFICATION OF TREASURER CHANGE
(Report change of treasurer to State Aid Section)

(Use School District Letterhead)

For reporting a change in school district treasurer to the State Department of Education, please send a letter on school letterhead, signed by your district superintendent, to the Financial Services Division, attention "State Aid" and include the following information:

1. Name of New Treasurer
2. Address for mailing warrants (if warrants are mailed) and other treasurer correspondence
3. Effective Date of Treasurer Change
4. Include a statement as to whether this change in treasurer will *or* will not affect banking information due to change in bank or account
5. Signature of Superintendent
6. A copy of board minutes can be included if desired.

Also, once it is known that a change in school district treasurer will occur, immediately request Electronic Fund Transfer Authorization (EFTA) forms from the State Aid Section at (405) 521-3460 for your General fund.

Questions or clarification on any of this information can be directed to the State Aid Section.