

## **ATTACHMENT A INSTRUCTIONS**

### **SUMMARY tab**

The district will fill in the volumes (when available) to provide the bank with information necessary to provide the appropriate pricing for the service.

The bank will fill in the pricing when returning the bid or proposal package.

### **DISTRICT HISTORICAL INFO tab**

The district can fill in the historical available information in the following categories to provide the bank with information necessary to provide the appropriate pricing for the service:

- Average ledger balance
- Average collected balance
- Merchant services (credit cards)
- Purchasing cards

The district may add information for additional services if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.

### **BANK HISTORICAL INFO tab**

The district can request the bank to provide the historical available information in the following categories to provide the information necessary to evaluate the bids or proposals:

- ECR Rate
- Interest-bearing accounts rate
- Money market accounts rate
- Sweep accounts rate

The district may add information for additional rates if available and relevant to the district's required services. The district may also omit any information if it is not interested in certain services.