



OPERATIONS SUMMARY

TRANSACTIONS

For efficient management, Pool members making deposits or withdrawals are urged to submit transaction requests as early in the day as possible. All requests should be faxed on the appropriate form to 1-800-642-5089. Please contact the KeyBank Relationship Managers listed below to obtain copies of the transaction forms.

***For transaction requests \$5,000,000 or greater, please contact KeyBank (Kris Nedwick or Brian Crosby) and provide your account number. Indicate whether you will be depositing funds or requesting a withdrawal.

Deposits

To make a deposit you must submit your transaction notification request to KeyBank by 11:00 A.M. AKST, and Fed funds must be received the same day by 11:00 A.M. AKST in order to earn same day income. Fed funds received after 11:00 A.M. AKST may not begin earning income until the following business day.

Deposit by wire instructions:

Key Bank

ABA #041001039

Account #5064 Cash Processing Reference:

Name of City or Borough, Account # _____ . _ (Insert seven digit account number and one digit portfolio suffix)

Withdrawals

Withdrawal requests made to the Pool at KeyBank by 12:00 P.M AKST will be transferred the same business day to the receiving entity. The minimum withdrawal is \$1,000.00.

Funds will not be wired unless a current application/signature card is on file with the Pool at KeyBank.

Wire Charges

The Pool does not charge for incoming or outgoing Fed wires.

Confirmations

Transaction confirmations are available to you via phone beginning at 8:00 A.M. AKST. Please call 800-478-0079 for this information.

KeyBank Holidays

The Pool at KeyBank is usually open each day the New York Stock Exchange is open. Deposits or Withdrawal requests to/from the Pool will not be accepted on banking holidays. These holidays are: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

CONTACT INFORMATION

The following individuals can assist with any questions in regards to your account.

Relationship Manager - Brian Crosby
127 Public Square, 17th Floor
Cleveland, OH 44114-1306
Phone: 216-689-5190 Fax: 216-370-4071

Relationship Manager - Kris Nedwick
101 Benson Blvd. Suite 302
Anchorage, AK 99503-0900
Phone: 907-564-0409 Fax: 907-564-0223

Client Service Center - Client Admin.
Cleveland, OH
Phone: 1-800-478-0079
Fax: 1-800-642-5089