**Section 740.300 Treasurer Responsibilities**

The Treasurer is responsible for overseeing the management of IPTIP and will perform the following:

a) review the eligibility of public agencies prior to enrollment;

b) establish enrollment, quality control and maintenance requirements and processes;

c) establish terms and conditions;

d) establish customer service processes;

e) determine the administrative fees paid from earnings of IPTIP in accordance with Section 330;

f) notify all participants of any increase in the administrative fee above 5 basis points, in accordance with Section 330;

g) provide investment management services through the use of authorized securities to achieve investment returns for the participants;

h) procure any necessary custodial, investment, or banking services administered through IPTIP;

i) retain documents in compliance with State statutes, including the State Records Act [5 ILCS 160], the State Records Commission administrative rules (44 Ill. Adm. Code 4400) and the Treasurer's Application for Authority to Dispose of State Records (Application 98-02M), approved by the State Records Commission;

j) provide administrative accounting; and

k) other tasks necessary to administer IPTIP.