



## Financial Institution Depository Request

North Dakota State Auditor's Office  
SFN 62627 (3-2026)

600 E Blvd. Ave Dept. 117  
Bismarck, ND 58505  
701-328-2241  
ndsao@nd.gov

### Requesting Agency Details

Requesting Agency		Request Date	
Contact Name		Job Title	
Email		Phone Number	

Site Location					
Address					
City		State		Zip	

### Account Type

Clearing Account (opening account at a financial institution): \_\_\_\_\_

Purpose of Account	
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Till / Petty Cash Account (cash on hand): \_\_\_\_\_

Amount to Maintain	
Purpose of Account	

### N.D.C.C. Related to Accountancy Activity

Financial Institution					
Address					
City		State		Zip	

54-06-08.1. Clearing accounts and cash balances maintained by state agencies. All departments, institutions, or agencies of the state may maintain, subject to approval of the state auditor and the state treasurer, in the Bank of North Dakota, or, if the state entity is located outside Bismarck, in another state or federally chartered financial institution, an account for clearing or cashing of checks and making change. To accommodate peak processing periods, the balance in an account at a financial institution other than the Bank of North Dakota may exceed the maximum amount of federal insurance coverage available if the excess in the account is secured by another form of security or security deposit; however, the balance may exceed the maximum amount of federal insurance coverage available only for the time it takes to clear the checks. Any check written on the account may be used only to transfer funds to the Bank of North Dakota or the state treasurer. A financial institution shall report to the state auditor in writing within thirty days after opening or closing an account for a state entity under this section. Subject to the approval of the state auditor, a state entity may maintain a cash balance reasonable for the conduct of business at the location of the entity.