

May 8, 1998

**BANK REQUIREMENTS FOR MANAGEMENT OF
SPECIAL DEMAND DEPOSIT ACCOUNTS BASED ON THE
CHECKS-PAID METHOD OF LETTER OF CREDIT FINANCING**

The Bank would have to provide the following services for Fermi National Accelerator Laboratory.

1. Two Accounts
 - A. Accounts Payable Account
 - B. Payroll Account
2. Provide Fermilab daily recaps of the letter of credit draw which would include
 - A. Detail of opening balances
 - B. Listing of checks for each account with supporting documentation
 - C. Adjustments or corrections with supporting documentation
 - D. Incoming and outgoing wire transfers with supporting documentation
 - E. Foreign deposits with detailed documentation
 - F. Deposits with detail
 - G. Total letter of credit draw with verification from the Federal Treasury to Fermilab and DOE
3. Deposits
 - A. Direct deposits from Fermilab
 - B. Deposits from American National Bank transfer checks
 - C. Others that may occur
4. Stop payment orders
5. Foreign Transactions
 - A. Foreign Wire Transfers incoming and outgoing
 - B. Foreign Drafts incoming and outgoing
6. Wire Transfers outing and incoming
7. Electronic transfer of Federal Tax Payments to the Treasury using EFTPS
8. Monthly Bank Statements for Payroll and Voucher Account
 - A. Checks to be sorted in numerical order
 - B. Statements to be received by the 15th of the following month highly desirable, no later than the 25th day of the month mandatory
9. Bank Reconciliation Monthly
 - A. Downloadable electronic file provided for the Payroll Account
 - B. Downloadable electronic file provided for the voucher Account
 - C. Checks to be sorted in numerical order
 - D. Files to be available no later than the 25th day of the following month.
10. ACH electronic transmission for Payroll direct deposit
11. Facility for electronic transfer of information, especially payroll information for direct deposit and online access to Fermilab account information.

12. Truncation (storage) of cancelled checks
 - A. Provide timely copies of checks as requested within 5 working days
13. Fee Credit to be given for interest earned on Treasury Tax Payments
14. Month end requires all information for all draws not received to date for the month, including the last day of the month, must be faxed to Fermilab to later than 2:30 PM on the last day of the month
15. Commercial Bank's Representations and Certifications (see attached)

Reimbursement for Overdrafts/Excess Funds

1. The commercial bank will review the checks-paid letter of credit balance on a daily basis. The commercial bank will be bound by the agreement to ensure that proper action is taken by the bank to maintain the account balance as close to zero as administratively possible. Further, when overdrafts and excess balances occur, the commercial bank will also take appropriate action to correct these circumstances according to the procedures contained in the agreement and information included as part of the agreement.
 - A. Expected or Recurring Overdrafts. If overdrafts frequently occur in an account or are expected to occur due to checks clearing after the established cut-off time, the Chicago Field Office may consider prefunding the account. Under the prefunding concept, the Chicago Field Office will require the commercial bank to estimate the average dollar value of checks presented each day which the commercial bank cannot capture in time to make a letter of draw down. The commercial bank will be allowed to adjust each draw down by the predetermined amount plus any negative account balance or minus any positive account balance from the previous day. Prefunding of an account must be approved in advance by the Controller's Office, DOE Headquarters.
 - B. Excess Balances. An excess balance results when a commercial bank makes a letter of credit draw down for more money than is needed to cover charges (net of receipts) against the recipient organization's account. To determine what portion of an excess balance is refundable, the commercial bank shall subtract from the excess account balance the amount needed to fund the current day's charges--checks and wire transfers--before the Federal Reserve cut-off time for letter of credit draw downs. Immediately thereafter, the Chicago Field Office Finance and Accounting Division should be notified by telephone of the remaining balance and requested provide disposition instructions. If necessary, the Chicago Field Office will amend the letter of credit to make the funds available for future disbursement.
2. Penalties on Excess Funds: If the calculated average daily balance for the month results in a positive account balance and the financial institution had no control over the positive balance, the financial institution will compensate DOE for the loss of the availability of funds by multiplying the average daily balance for the month by the Treasury Tax and Loan Funds Rate divided by 12. If the financial institution caused the positive account balance, it shall pay a penalty determined by multiplying the excess funds balance by the Federal Funds Rate adjusted for the proper period of time. Penalties will be remitted to the Chicago Field Office.

(TO BE USED FOR ACTIONS OVER \$10,000 AND ALL ACTIONS REQUIRING DOE APPROVAL)

ITEM DESCRIPTION	Bank Services	DATE	July 21, 1998
PROJECT DESCRIPTION		SUBCONTRACT/PURCHASE ORDER NO.	512715
BUDGET CODE	BKF	TYPE OF ACTION	F.P.
FUND TYPE(S)	Operating	IFB/RFP/RFQ	113180-LOV
erating, Equipment, Plant, Inventory, Other)		REQUISITION ESTIMATE	\$120,000.00

NAME AND ADDRESS OF BIDDER SELECTED	EVALUATED PRICE	CHECK LIST (MARK-YES, NO, OR N/A)	
		Oak Brook Bank 1400 West 16th Street Oak Brook, IL 60521	\$120,000.00
OTHER BIDDERS:		N/A	Has Advance Notification form been forwarded to DOE? (Over \$25,000 Sole Source)
		N/A	Has Small Business Report been prepared? - (Over \$100,000)
		N/A	Has Small Business Plan been approved? (Over \$500,000 or \$1,000,000 Construction)
		N/A	Is Government Property involved? If so, has questionnaire been completed?
		N/A	If IFB used, has list of sureties and bond limits been checked?
		YES	Have applicable Reps. and Certs. been completed?
		N/A	Has Support Services been consulted on possible traffic/storage problems?

CHECK OTHER UNUSUAL FACTORS INVOLVED (IF APPROPRIATE, EXPLAIN IN COMMENT SECTION)

<input type="checkbox"/> Sel other than Low Bid	<input type="checkbox"/> Davis-Bacon Act	<input type="checkbox"/> Indemnifications
<input type="checkbox"/> Dev to Bid Requirements	<input type="checkbox"/> Service Contract Act	<input type="checkbox"/> Consultant Services
<input type="checkbox"/> Mistake in Bid	<input type="checkbox"/> Patents or License	<input type="checkbox"/> OCI Approvals
<input type="checkbox"/> Progress/Advance Payments	<input type="checkbox"/> Buy American Act	

FERMILAB APPROVALS		DOE APPROVALS	
33v Procurement Administrator	<i>[Signature]</i> Chief Legal Counsel	Date	_____
<i>[Signature]</i> Administrative Review	(See Procurement Manual for Requirements)	By	_____
Technical Group	<i>[Signature]</i> Head, Business Services	Title	_____
Comments (Use attachment if necessary): -See attached sheet			

For Banking Services
Period: August 1, 1998 thru July 31, 2001
Issued: June 24, 1998
Due: July 10, 1998
Requestor: J. L. Schiltz, Ext. 3242,
M/S #112

1st Chicago NBD
1 First National Plaza
Suite 0460
Chicago IL 60670

The Northern Trust Company
50 S. LaSalle Street
Chicago IL 60690

Oak Brook Bank
Attn: Mr. Gene Wozniak
1400 West 16th Street
Oak Brook IL 60521

The Old Second Nat'l Bank of Aurora
Attn: R. J. Carlson
37 S. River Road
Aurora IL 60506

West Suburban Bancorp, Inc.
711 S. Westmore Avenue
Lombard IL 60148