

WYOMING STATE TREASURER'S OFFICE
BROKER/DEALER POLICY

Fixed Income Requirements

1. The State Treasurer's Office will conduct a bi-annual review of Broker/Dealers and have an approved Broker/Dealer list. Every two years a Broker/Dealer questionnaire will be sent out by the Compliance Officer and there will be a review of all firms responding. At this bi-annual review, Broker/Dealers can be added or removed from the list. At any time, for any reason, the Chief Investment Officer or the State Treasurer may change this list by adding or removing firms.
2. At all times, the Treasurer's Office staff will act solely in the interest of the State of Wyoming.
3. The full range and quality of the Broker/Dealer's services must be considered when placing an order including execution, access to financial products, timeliness and ease of service, value-added services and other criteria which could affect the dealer's reliability.
4. The Treasurer's Office should have on file an up-to-date copy of each Broker/Dealer's annual financial statement and current and past Broker/Dealer due diligence questionnaires.
5. A Broker/Dealer may be engaged on an individual transaction basis with prior authorization from the Chief Investment Officer. The Broker/Dealer will complete a Broker/Dealer due diligence questionnaire that will be timely reviewed to make sure there are not any compliance issues. The reason for the transaction should be documented.