PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION
10 CABOT ROAD, SUITE 300 | MEDFORD, MA 02155

Money Manager Checklist

We have developed this checklist as a reference prior to sending procurement packets to PERAC. Please use as a guide to assist you with the documents required for money managers. This checklist can be used for new hires as well as rehires. The collective investment trustee and the underlying money manager must complete this form (*if applicable*).

1 General Information:

Board -

Date Received -

Manager -
(including pooled funds)

Investment -
(specific name must be stated)

Asset Type (check one) -

- ○ Domestic Equity
- ○ Domestic Fixed Income
- ○ Alternative / Private Equity
- ○ Hedge Fund of Funds
- ○ International Equity
- ○ International Fixed Income
- ○ Real Estate

2 Vendor Checklist:

Please submit required forms to retirement board.

- ☐ 1. Vendor Contact Information Form
- ☐ 2. Vendor Certification
- ☐ 3. Vendor Disclosures Form
- ☐ 4. Placement Agent Statement
  (Please include all attachments)

3 Retirement Board Checklist:

Board members must complete required forms in PROSPER.

- ☐ 1. Retirement Board Procurement Compliance Certification
  (Complete in PROSPER)
- ☐ 2. Retirement Board Prohibited Investment Compliance
  (Complete in PROSPER)
- ☐ 3. Retirement Board Certification of Consultant Reports
  (Complete in PROSPER. Please attach consultant report. If no consultant is retained by the board, please attach the board's evaluation materials.)
- ☐ 4. Retirement Board Member Certification
  (Complete in PROSPER. One for each board member)

4 **This procurement package is for a** (check one):

○ New Hire ○ Rehire

NOTE TO RETIREMENT BOARDS:
Please ensure all required documentation listed above is complete prior to submitting your procurement package to PERAC.