

Procedures for Requesting and Depositing Checks

Deposits

Fill out Deposit Worksheet and attach checks with paper clip.

Put worksheet and checks in an envelope

Print your name and activity on envelope and give it to the treasurer at meeting.

Request Check

Email Treasurer requesting a check for expenses (Boatmaster@optonline.net)

Include your name, amount of check, to who payable and reason for check

Bring a completed check request form to meeting and treasurer will give you your check.

No check will be issued without completed request form.

No Checks will be written at Meetings.

Treasurer Frank Ricucci

Email Boatmaster@ optonline.net