

UNIT DEPOSIT ACCOUNT AUTHORIZATION

The Catalina Council is pleased to make available a Unit deposit Plan to expedite the handling of registration, Boys' Life subscriptions and orders for badges, insignia, literature and supplies.

A Unit makes a deposit of no less than \$10.00 in the Council Service Center, orders may then be placed by mail or telephone (if out of town), or in person and the purchased are deducted from the account. Naturally, no supplies can be charged or registrations made unless there are adequate funds on deposit to take care of the full transactions.

Such a Deposit Plan makes it convenient for Unit Leaders to make necessary purchases and transmit registration. It simplifies a Unit's bookkeeping requirements and provides a more accurate record of transactions.

PROCEDURES:

- 1. A FORM IS TO BE COMPLETED BY ALL UNITS WANTING OR CURRENTLY HAVE AN ACCOUNT. Usually, the authorized persons will be the treasurer, advancement person or unit leader.
2. Purchased may be made in person, or if out of town, can be made by mail or phone.
3. A deposit of no less than \$10.00 is required to open an account.
4. Purchases may be made only to the limit of the account balance.
5. A receipt will be issued with each purchase or registration, showing the balance in the account.
6. Any changes made to Unit account will void any previously submitted forms. ANY REMAINING AUTHORIZED PERSONS MUST BE RELISTED BELOW.

WHAT MAY BE PURCHASED:

- 1. Literature, supplies, forms, badges (you must use an Advancement Form for badges).
2. Adult and scout registration fees.
3. Boys' Life subscriptions.
4. Summer camp, Cub Day Camp, and other camp fees.

Return the bottom portion to the Catalina Council, BSA, 5049 E Broadway Blvd, Ste 200, Tucson AZ 85711

PACK \_\_\_\_\_ TROOP \_\_\_\_\_ TEAM \_\_\_\_\_ CREW \_\_\_\_\_ POST \_\_\_\_\_

Our Unit has authorized the following adult leaders to use our Unit Deposit Account. We will notify the Council Service Center in writing of any changes in these authorizations. THE UNIT COMMITTEE CHAIRMAN IS RESPONSIBLE FOR KEEPING AUTHORIZED PERSON LIST UP TO DATE.

Treasurer's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

AUTHORIZED NAMES (Please print):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
Leader's signature Print Name Date

\_\_\_\_\_  
Committee Chairman signature Print Name Date