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. Then the purchases are deducted from the account. Naturally, no supplies can be charged or registrations made unless there are adequate funds on deposit to cover the full transaction amount.

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 THAT CURRENTLY HAVE AN ACCOUNT. Usually, the authorized persons will be the treasurer, advancement person, or unit leader.
2. Purchases 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 the 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.
4. Summer Camp, Cub Day Camp, and other camp fees.

Return the bottom portion to Catalina Council, BSA, 2250 E Broadway Blvd, Tucson AZ 85719