

Guidelines for Deposits/Check Requests

These guidelines are designed to ensure that all transactions are made in a timely manner and that they are placed in the right accounts. If it is left up to me to decide, it will probably end up in the wrong account. These guidelines are also designed to specify when and how we can meet for business to limit it's impact to our families.

1. Deposits and Check Requests should be dropped off with Charlie Ransome on Monday and Wednesday evenings.
2. Arrangements should be coordinated for drop off and pick up of all funds prior to stopping by. Please plan on Monday or Wednesday evenings for these visits.
3. Each transaction should include its own check request or deposit form. Please do not place a check request on the same form as a deposit. If there are various breakouts required on the transaction (i.e., deposit for concessions, deposit for T-shirts), please use a form for each transaction to avoid confusion.
4. Please provide complete details for each deposit/check request so that I can ensure the funds are placed in the correct account and are tracked correctly.
5. A check request form should be provided for each games concessions. Please avoid lumping concessions from several games onto a single form. The form should also stipulate the game date that the concessions sales are for.
6. Requirements for any special handling instructions should be written on the form accompanying the request/deposit.
7. Funds being dropped off should be counted and the proper amount noted on the envelope or Ziploc bag. Please include all deposits in either an envelope or Ziploc bag to help keep deposits organized and segregated.
8. When dropping off change from concessions, please use the coin rolls in the cash boxes to roll the change for turn in. Please try to limit loose change to situations where it is part of the deposit, for example \$347.58.
9. When dropping off a deposit, please plan to spend a few minutes with me so that we can count the funds together. That way we are in agreement on how much was dropped off.
10. Check requests require a one week's turnaround to allow for two signatures. Please work with the coaches to plan around the emergencies when possible.
11. The majority of the time, the easiest way to reach me is via email at Charlie.ransome@jacobs.com or on my cell at 713 553-3831. My address is 1919 Chatham Trails Ct, Sugar Land, 77479. I live in New Territory in the Lakewind neighborhood.