

Section 5. The State Treasurer shall:

- A. Serve as the recipient of all funds of the State Council and shall deposit, record and disperse such funds as ordered by the State Council and/or the State Board of Directors;
 - a. All checks dispersed shall bear two signatures, State President, State Secretary or State Treasurer.
- B. Prepare accurate records that shall be readily available to those members so entitled;
 - a. All records, books and files shall require an annual audit.
- C. Perform such other duties as the State Council and State Board of Directors may require;
and
- E. Deliver to their successor, within one week of the end of their term, all the books, papers, property and funds of the State Council in their possession.

STATE COUNCIL OF CABRILLO CIVIC CLUBS, INC.

REIMBURSEMENT FORM

Expense Period ___/___/___ to ___/___/___

Name _____

Office/Committee _____

ITEM	QUANTITY	COST	FOR TREAS. ONLY ACCT.#
<u>General Expenses:</u>			
Postage _____			
Telephone _____			
Off./Comm Printing _____			
Stationery _____			
Licenses&Fees _____			
Other Supplies _____			
<u>Meeting/Recognition awards:</u>			
Trophies _____			
Plaques _____			
Ribbons _____			
Past State Pres & Spouse Gifts _____			
Past Pres. Memorials _____			
<u>Membership Items:</u>			
Rosters _____			
Membership Cards _____			
<u>Cabrillo Tips:</u>			
Printing _____			
Postage _____			
Other: (Describe) _____			

The items marked with an * above are to be paid directly to vendor.