

## Treasurer's Bond Application

### 1) Treasurer Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

District # \_\_\_\_\_ Chapter Name \_\_\_\_\_

Is this your first year as treasurer for this Chapter/District? \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Work phone # \_\_\_\_\_

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Have you ever been convicted of a felony? If yes, please explain: \_\_\_\_\_

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

### 2) Internal control

Are the bank accounts and statements reconciled by someone not authorized to deposit or withdraw from the account? \_\_\_\_\_ If no, please

explain: \_\_\_\_\_  
\_\_\_\_\_

Is there a second signature required on your checks? \_\_\_\_\_

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is your treasury audited at least twice per year? \_\_\_\_\_ If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Date of last audit: \_\_\_\_\_ Was this audit free of any criticisms? \_\_\_\_\_ If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

### 3) Account information

Please list account number(s) of **ALL** your chapter/district accounts. Include checking, savings, CD's, money market, etc...

Type of account	Account number	Name of institution

IRS EIN Number on the account(s) \_\_\_\_\_

### 4) Signatures

Chapter/District Treasurer \_\_\_\_\_

Chapter President \_\_\_\_\_  
(if form is filled out for chapter treasurer)

District Representative \_\_\_\_\_  
(if form is filled out for district treasurer)

Date: \_\_\_\_\_