

FLORIDA CCIM CHAPTER DEPOSIT POLICY & GUIDELINES

(REVISED NOVEMBER 2013)

- DEPOSITS MUST BE MADE WITHIN 3 - 5 BUSINESS DAYS
- COMPLETE BANK DEPOSIT SLIP AS REQUIRED (EXAMPLE ATTACHED)
- COMPLETE FL CCIM DISTRICT DEPOSIT FORM AS REQUIRED (EXAMPLE ATTACHED)
- COPIES OF DEPOSIT SLIP AND DEPOSIT FORM MUST BE SUPPLIED TO THE FLORIDA CCIM CHAPTER ADMINISTRATOR WITHIN 1 - 2 DAYS OF DEPOSIT VIA EMAIL OR FAX
- DEPOSIT STAMPS - CONTACT FL CCIM ADMINISTRATOR FOR NEW STAMP
- DEPOSIT SLIP BOOK - CONTACT FL CCIM ADMINISTRATOR FOR NEW BOOK
- DEPOSIT SLIP BOOKS MUST BE TURNED INTO CHAPTER AT END OF EACH YEAR OR WHEN THEY ARE COMPLETELY FILLED, WHICHEVER OCCURS FIRST (PLEASE BE SURE TO DATE FRONT OF BOOK).
- PLEASE RETAIN ALL ORIGINAL RECEIPTS, ETC. IN A DESIGNATED BOOK/FILE. ADMINISTRATOR MAY REQUIRE THESE FOR ACCOUNTING PURPOSES.

FOR QUESTIONS, PLEASE CONTACT:

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