

GJARA LOCKBOX DISBURSEMENT PROGRAM

- Policy for Lockboxes (APPROVED 8.15.19)
 - Each Managing Broker/Owner agrees to be responsible for all Lockboxes assigned to them through SupraWeb
 - Annual Audit Procedures as follows –
 - Managing brokers will be responsible for all boxes assigned to them. Amount charged is equal to the current cost for boxes from the manufacturer. Those boxes will then be unassigned in the SUPRA system and will not be available for any use.
 - Should the office find a box previously paid for, they can turn it in for a refund of the paid amount. That box can then be reassigned to them or another office depending on need.

BROKERS CAN RECEIVE A MAXIMUM OF 10 LOCKBOXES PER WEEK, IN ORDER TO KEEP INVENTORY FOR ALL MEMBERS.

NAME: _____

BROKERAGE: _____

_____ I am **taking responsibility for** the following lockboxes and understand I will be charged for any I cannot account for through SUPRAWEB or have possession of during annual audits.

_____ I am **returning and relinquishing responsibility for** the following lockboxes and understand I will be charged for any I cannot account for through SUPRAWEB or have possession of during annual audits.

Serial Number	PIN	Serial Number	PIN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF YOU NEED ASSISTANCE WITH SUPRAWEB, YOU MUST CONTACT OUR OFFICE, SO YOU RECEIVE THE PROPE TRAINING TO ACCIUNT FOR YOUR BOXES.

Are these boxes being transferred from another broker? **Y** **N** If so, go onto next section

TRANSFERRING BROKER

I am aware and agree to transfer the above noted boxes to the requesting broker. I will take responsibility for ensuring through SUPRAWEB they are no longer assigned to my office.

Name _____ Date