

GJARA LOCKBOX DISBURSEMENT PROGRAM

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

NAME: _____ BROKERAGE: _____ DATE: _____

CHOOSE ONE

- _____ I am **completing the required annual lockbox audit** and understand I will be charged for any I cannot account for through SUPRAWEB or have possession of during annual audits. **Please use page 2, or equivalent with all required information.**
- _____ 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. **Please use page 2, or equivalent with all required information.**
- _____ 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. **Please use page 2, or equivalent with all required information.**
- _____ I am **transferring 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. **Please use page 2, or equivalent with all required information (BROKER ACCEPTING RESPONSIBILITY MUST SIGN THE TRANSFER SECTION BELOW)**

INITIAL EACH

- _____ *I understand that lockboxes are assigned to individual managing brokers personally. If a managing broker leaves a firm, they must complete this form and transfer said lockboxes to avoid being personally charged for each.*
- _____ *I understand it is my responsibility to contact GJARA to you receive the proper training on SUPRAWEB, if I am not familiar so I can account for my lockboxes.*
- _____ *I understand the lockbox policy as written below. 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.

COMPLETE THIS SECTION TO ACCEPT LOCKBOXES FROM OTHER BROKERS

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

