



THE 100 CLUB

1233 West Loop South, Suite 1250 Houston, Texas 77027-9107
Office 713-952-0100 Fax 713-952-0181 Internet: www.the100club.org

Howard D. Moon, CLU, Chairman
Charles F. Milstead, President
Vice Presidents: John R. Braniff
Richard C. Kuriger, III
Thomas E. "Tom" Pizzo, Jr.
Jerry Johnston Andrew, Secretary/Treasurer
Richard A. Hartley, Executive Director

TO: LAW ENFORCEMENT AGENCIES
FROM: REQUEST COMMITTEE,
THE 100 CLUB, INC.
SUBJECT: PROCEDURES FOR SECURING EQUIPMENT

The following procedures and specifications will be followed in securing equipment:

1. The agency should specify The 100 Club as the **BILL TO** name and address as shown below.
2. All receiving reports and/or invoices are to be dated and signed by the proper designated person authorized by the Chief Law Enforcement Officer or the person heading the requesting agency.
3. Upon receipt of the items ordered, the above documentation, along with a letter of confirmation signed by the authorized person for that agency should be sent to The 100 Club office. You must certify that the items were received in satisfactory condition and approve payment of the invoice.
4. The 100 Club will match vendor invoices and receiving reports with our original notification for a correct dollar amount. If there are any variances, they should be noted with the agencies request for payment.
5. Payment will be upon receipt of the above documentation.
6. The 100 Club would like to pay all invoices in a timely manner, and request that each agency be responsible for getting the proper documentation to The 100 Club office, within a reasonable time frame.
7. The 100 Club logo will be affixed to items purchased for law enforcement. Logos are available through The 100 Club office.
8. If you have any questions, please contact Executive Director Rick Hartley.

MAILING ADDRESS: The 100 Club, Inc.
1233 West Loop South, Suite 1250
Houston, TX 77027-9103

Adopted 9/19/91

The 100 Club provides funds to dependents of Peace Officers & Firefighters who are killed in the line of duty, educational opportunities, and life saving equipment.

DIRECTORS: Robyn Adair, George R. Bolin, Clair Branch, N. M. "Mack" Brown, J. L. "Bubba" Butera, James M. "Jim" Clepper, Patrick B. Collins, George A. DeMontrond, III, Fred Gebhardt, Dick Graves, Jodie Lee Jiles, Clarence F. Kendall, II, H. Stuart Lang, Jr., Bob Lawrence, Webb K. Melder, John J. Montalbano, Jack Moore, MD, Gary L. Plotkin, John F. Rader, III, Jack M. Rains, Gary Randazzo, Barry Silverman, Jeff Swantkowski, E. P. White, and Charlie D. Worthen **LIFETIME DIRECTORS:** K. S. "Bud" Adams, Jr., Morton A. Cohn, Mary Cooper, Freeman B. Dunn, Farrell G. Huber, Jr., L. Bryan Hutcheson, David H. Morris, and Mark Nielsen