

CYPRESS BAND AND PAGEANTRY BOOSTER CLUB

JOB DESCRIPTION: *Scrip*

1. Responsible for purchasing scrip from the various vendors to be sold to Band and Pageantry Booster members.
2. Request checks, as needed, from the executive board for the purchase of scrip.
3. Maintain a log of scrip sales to Booster members, i.e., name, date, vendor, amount of sale, etc.
4. Maintain a log of scrip purchases from various vendors, i.e., name of vendor, date, amount of purchase, etc.
5. Ensure that students' individual accounts are given credit for scrip sales on a monthly basis. Coordinate with Individual Accounts' chairpersons.
6. Report scrip sales at Booster Club's monthly meetings.