



THE 100 CLUB  
5555 San Felipe St Ste 1750 • Houston TX 77056-5527  
Office 713-952-0100 • Fax 713-952-0181 • www.the100club.org

J. L. "Bubba" Butera, Chairman  
Don M. Woo, President  
Vice Presidents: James R. Graves, Jr.  
John J. Montalbano  
Barry Silverman  
Cheryl Duff, Secretary/Treasurer  
William F. Skeen, 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 William Skeen.

MAILING ADDRESS: The 100 Club, Inc.  
5555 San Felipe St Ste 1750  
Houston TX 77056-5527

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: Willie J. Alexander, Thomas J. Archer, Jerry M. Crews, George A. DeMontrond, III, Tyson Faust, Anne P. French, Ray Garcia, George B. Georgiades, Michael R. Harris, Clarence F. Kendall, II, Bob Lawrence, Robert Ted Lyons, Webb K. Melder, Kenneth E. Moore, Todd W. Neal, J.J. Ruffino, Randy Russell, C. Michael Scherer, David C. Shannon, Jr., Anthony "Tony" Silva, Tommy Thomas, Dana Tyson, John Van De Wiele, W. Temple Webber, III