



DEPARTMENT OF PENNSYLVANIA

MARINE CORPS LEAGUE

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www.pamcleague.org

### **Paymaster Report – 2025 Department of Pennsylvania Convention**

All Transmittals received were forwarded to National Headquarters. Other documents received were forwarded to the appropriate personnel.

All invoices received were forwarded to the bookkeeper.

After working with the documents that flow through the Paymaster to National, I would like to bring several things to your attention:

- Please use the latest Transmittal form on the National website. Forms are changed as the database is updated, and new information is required. Using an old form does not provide the necessary information.
- There are two Transmittal forms, a long form and a short form. There is no need to use the long form when there are only a few members being processed.
- Pay attention to the codes and payment amounts.
- New member applications need to be filled out completely, so please review before sending. National will not accept applications that do not have the oath signed and all appropriate boxes checked.
- For ALL forms, including *Notice of Death*, and *Report of Installation*, please use the form on the National website.
- Any form that does not require a check can be sent to the Paymaster by email. Examples are *Notices of Death* and *Report of Installation*.
- There is Paymaster training on the National website. Very good information for new Paymasters (and a refresher for those holding the position for years).

Thank you to everyone who has been patient and kind while I learned a new position. I have enjoyed working with you and look forward to training the new Paymaster.

v/r

Carol McIntosh  
Chief of Staff and Paymaster  
Department of Pennsylvania  
Marine Corps League