

From: [Scott, Rhonda](#)
To: [Bustos-Rivera, Dora](#); [Womble, Maria](#)
Cc: [Gongora, Alexandra](#); [Williams, Kathy](#); [Smith, Sara](#); [Sucsy, Barbara](#)
Subject: FW: Signature Cards
Date: Tuesday, December 7, 2021 2:11:02 PM
Attachments: [Signature Card 1.pdf](#)
[Signature Card 2.pdf](#)
[Signature Card 3.pdf](#)
[Signature Card 4.pdf](#)
[image001.png](#)

Hello Dora,

The purpose of me sending those over is so I can get the bank to open NEW accounts with Sara's name and using the names you want on the signature cards. All four accounts will have NEW account numbers, your office will not use the current accounts after the first of the year.

The current accounts and signature cards will stay in effect until all transactions are cleared that were done on Barb's accounts. We need to get the new ones processed so you can begin using the new accounts when Sarah is sworn in. The Bank needs time to prepare the new ones and we need time to have the signature cards signed and sent back to the bank so they will be ready to use come the first of the year.

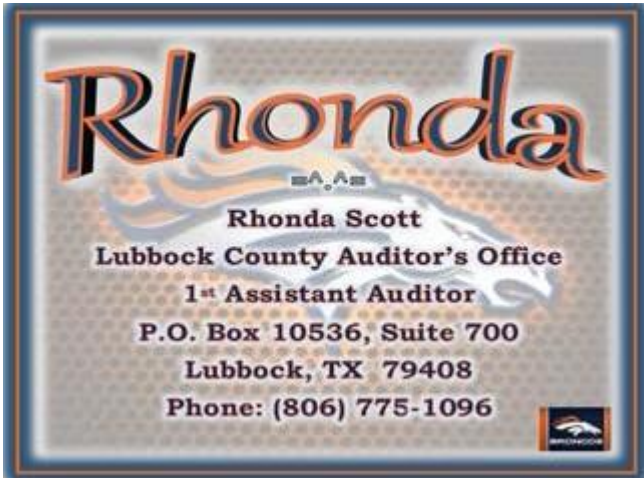
Please print the attached signature cards out and cross out the names of anyone you need removed and write in the names of the people you want to add (please use black marker and print clearly). Please scan and email me the updated changes. I will then get the new accounts set up at City Bank with the new account names, numbers, and signees.

You will need to get on the Commissioners' Court Agenda for the 13th or the 27th of December requesting permission to open 4 new bank accounts at City Bank for the District Clerk's Office.

Thanks!

Thank you,

Rhonda



From: Gongora, Alexandra <AGongora@lubbockcounty.gov>
Sent: Tuesday, December 7, 2021 1:46 PM
To: Scott, Rhonda <RScott@lubbockcounty.gov>
Subject: Signature Cards

Hello Rhonda,

I received the signature cards back from Dora. She crossed out Barbara Sucsy name for the 4 accounts. She said once we get the 4 new accounts that's when she will have Sara Smith sign all new signature cards on January 1, 2022.

Please give Dora at call at ext. 1582 or Maria at ext. 1372 if you have any questions.

Thank you.

Alexandra Gongora-Supervisor
Lubbock County District Clerk's Office
PO Box 10536
Lubbock, Texas 79408
Ph: 806-775-1577
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agongora@lubbockcounty.gov

"This e-mail contains the thoughts and opinions of Alexandra Gongora and does not represent official Lubbock County Policy."