Mutual Fund Prospecti Ordering System

**Desired Results:** Keep stock of prospecti on hand for mutual funds used in Pershing Capital Account Models.

**Accountable Person:** Portfolio manager’s assistant.

**Standards / Benchmarks:** There should be at least three of each prospectus for each fund on-hand at all times.

**Resources Needed:** Mike’s models, Morningstar reports, and telephone

Get Morningstar reports on all mutual funds currently being used in Pershing Capital Account Models.

Make list of toll-free phone numbers from Morningstar reports

Get Copy of Models

Call the mutual funds and order prospecti

Check weekly to be sure there are at least five of the latest version in stock.

Follow up and re-order if not received within two weeks.

Check Models monthly to look for fund changes.

System for Ordering Prospecti

**Results Desired:** Keep a current stock of mutual fund prospecti.

**Accountable Person:** Portfolio manager or assistant.

**Benchmarks:** No prospecti missing, and no outdated prospecti on file.

**Resources:** Mike’s models, phone, and file cabinet.

**Quantify from feedback:** If nobody complains about missing or old prospecti, then it is working.