

**AMERICAN LEGION AUXILIARY**  
**DEPARTMENT OF OREGON POLICY**  
**FINANCIAL DOCUMENTS-SIGNING AUTHORITY**

Reviewed by: Department Finance Committee      Reviewed On: January 16, 2021

Approving Body: Department Executive Committee      Date Approved: January 16, 2021      **Next Review Date: 1/16/2023**

## **Policy Statement**

It is the policy of the American Legion Auxiliary (ALA), Department of Oregon, a public benefit 501 (c) (19) not-for-profit Veterans Service Organization Auxiliary headquartered in Wilsonville, Oregon, to maintain financial documents signing authority parameters as part of its overall system of financial internal controls.

## **Policies**

1. Corporate financial documents and accounts for the organization including checking, savings, certificates of deposits will be authorized, and signatory authority will be, from the approved officer signature list approved by the DEC, contained in this policy.
2. Financial contracts for purchases of items and services, supported by DEC authorization, signatory authority will be from the approved officer signature list approved by the DEC, contained in this policy.
3. Recommended financial control procedures require two signatures on every check and supporting documentation be provided for each signatory to review prior to signing. Signatures will be from the approved officer signature list approved by the DEC, contained in this policy.
4. Signatory should be reviewing for accuracy, authorized expenses, whether budgeted or unbudgeted. If unbudgeted, ensure appropriate authorization has been obtained.
5. No blank checks will be signed.
6. Corporate Debit Card is used only to access on-line banking and is not authorized to be used for purchases unless no alternative is available.
7. The following will be the authorized signatories on financial documents:

Department President	Department Vice President
Department Secretary	Department Treasurer
8. If two signatories are not available in person to sign checks for an immediate need, an email authorization for expenditure may be obtained from the Finance Committee and attached on supporting documents. The exception is when the single signatory is the payee.

## **Procedure**

Processing check requests will occur bi-weekly on a schedule determined by the Department Treasurer and Office Manager.

Checks will be prepared by the Administrative Assistant based on supporting documentation of a completed Expense Report or original Invoice. If the bookkeeper is unavailable, the Department Treasurer will prepare checks following the same process outlined here.

Incomplete documentation will not be accepted, and checks will not be prepared. Exceptions can only be approved by two members of the Finance Committee.

The Administrative Assistant with the guidance from the Department Treasurer will allocate expenses to appropriate expense account, for the check in the financial system, to ensure detailed allocation appears on check stub. Supporting documentation will be attached to the check, check will be signed, and placed in a folder for second signatory. Original invoices will have check stub attached detailing allocations, when filed.

Checks should be sorted in numerical order and any voided checks should be included in sequence. Void marking should appear across front of check.

For items that need cash disbursements prior to receipts being available, such as VA&R programs, receipts will need to be provided to support disbursements within 30 days of event for which cash disbursement was made. Maximum cash disbursement is \$1,000 at a time. Additional disbursements will not be authorized until the previous transaction is reconciled with all receipts. Failure to provide receipts within the 30-day period will result in an invoice from the Department of Oregon being sent demanding reimbursement for the prior cash disbursement.