

Little Traverse Bay Bands of Odawa Indians

P. O. Box 246
Petoskey, Michigan 49770

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**RESOLUTION # 050601-02
CHECK SIGNING PROCEDURES**

WHEREAS it is in the interest of the Tribe to insure accuracy and accountability in its expense and payroll approval and disbursement;

WHEREAS before an expense or payroll check is issued all of the following must occur:
1) accounts payable clerk's approval that necessary supervisor approval and supporting documentation are in place;
2) payroll clerk's verification that timesheets have the appropriate supervisor approval and the hours are calculated correctly;
3) senior accountant's approval that the expense is in the correct account and allowable;
4) tribal administrator's approval of all of the above;

THEREFORE BE IT RESOLVED THAT for all checks under \$2,000.00, the Accounting Department shall require the signature of one Tribal Council authorized check signer; for all checks for \$2,000.00 or above, the Accounting Department shall require the signature of two Tribal Council authorized check signers;

FURTHER RESOLVED THAT each check shall be signed by the Tribal Council Treasurer whenever the Treasurer is available. When the Treasurer is unavailable, the checks can be signed by any other Tribal Council officers authorized by the Tribal Council to sign checks.

Certification

As Tribal Chairman and Tribal Secretary, the undersigned certify that this Resolution was duly adopted by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on May 6, 2001 at which a quorum was present, by a vote of 7 in favor, 0 opposed, 0 abstentions, and 0 absent as recorded by this roll call.

	In Favor	Opposed	Abstained	Absent
George Anthony	X			
Regina Bentley	X			
Gerald Chingwa	X			
Beatrice Law	X			
Janet Shomin	X			
Susan Wysocki	X			
Alice Yellowbank	X			

Date: 05-10-01

Gerald Chingwa, Tribal Chairman 0
Susan Wysocki, Tribal Secretary