American Legion Auxiliary
Department of South Dakota
Warrant Policy

Adopted By: Department Executive Committee (SD)	Adopted Date:
Approving Body: Department Executive Committee (SD)	
Reviewing Body (ies): Finance Committee and DEC	Next Review Date:

Purpose

This policy establishes a standardized process for handling expense requests and issuing warrants to ensure accountability, accuracy, and compliance with organizational financial procedures.

Policy Statement

All request expenses must follow the warrant process outlined below. Each warrant requires two authorized signatures, and supporting documentation must accompany every request. The President and Secretary cannot approve their own individual expenses in such cases; the Finance Chairman may approve. The Finance Chairman also signs warrants when the President and/or Secretary is unavailable.

Procedure

1. **Submission:**
   The member submits an expense request with supporting documentation to the Secretary.
2. **Verification:**
   The Secretary reviews the documentation to confirm legitimacy of the expenses.
3. **Warrant Preparation:**
   The Secretary writes a warrant from the appropriate fund. Warrant numbers coincide with check numbers for each fund.
4. **Secretary Signature:**
   The Secretary (unless own expense) signs the warrant and forwards it, along with supporting documents, to the President and Treasurer/ Finance chair
5. **President Review:**
   The President or the Finance chair reviews the warrant and documentation for accuracy and legitimacy.

6. **President Signature & Forwarding:**
   The President or the Finance Chair signs, scans, and emails the warrant and documentation to the Treasurer.
7. **Treasurer Review:**
   The Treasurer ensures all documentation is complete and verifies that two signatures are present prior to issuing the check
8. **Check Issuance:**
   The Treasurer writes a check from the appropriate fund for the warrant.
9. **Distribution:**
   The Treasurer mails the check to the requestor.
10. **Recording:**
    The Treasurer records the expense in QuickBooks.

Special Conditions

- Warrants made out to the President or Secretary must be signed by the Finance Chairman.
- The Finance Chairman also signs warrants when the President is unavailable.
- Each warrant requires **two signatures**.
    - Primary signatures
        - Secretary
        - President
    - If one is unavailable
        - Finance Chairman

Date Received	Description of Revision	Approved by