

MINNESOTA CHIPPEWA TRIBE CONSTITUTION REFORM

FINANCE COMMITTEE

FINANCIAL TRANSACTIONS FORM

All transactions between the Finance Committee of the MCT Constitution Reform Committee and the MCT Accounting Office shall utilize this form and follow the guidelines listed below:

1. This form requires an authorizing signature of one finance committee person.
2. This form requires finance meeting minutes and receipts for products and services.
3. There shall be no more than \$100.00 per Delegate reimbursement for office supplies for each calendar year and only if funds are available.
4. There shall be no more than \$100.00 per meeting stipend reimbursement for a Delegate and based upon the requesting Delegate having no other financial support from their own government and/or MCT.

Check payment requested below

___ Reimburse for office supplies in the amount of _____.

___ Make payment for MCT Constitution Reform activity in the amount of _____.

Make check payable to: _____

If payment is to an individual Delegate then a W9 must be attached and a valid receipt of product/service.

Authorizing signature _____ Date _____