



Missing In America Project

www.miap.us

NATIONAL DIRECTOR
FRED SALANTI
2874 Sandlewood St
Redding, CA 96001
530-229-9000

NATIONAL VICE PRESIDENT
LINDA SMITH
PO Box 1757
Lake Ozark, MO 65049
573-528-6930

STANDARD OPERATING PROCEDURE MIAP STATE BANK ACCOUNTS

PURPOSE: Individual states that have active MIAP volunteers may open an MIAP bank account to assist in furthering the mission within that state.

PROCEDURE: State bank accounts may be opened by the State Coordinator/volunteer by contacting Bud Thieme, National Finance Officer, bikerpapa@miap.us. Mr. Thieme will provide the State Coordinator/ volunteer with the appropriate paperwork to open an account. Mr. Thieme will also be the second signature on all MIAP bank accounts.

Individual organizations that donate funds to be used for a specific purpose, must be used as such.

General donations (no specific purpose) to a state are to be used within that state but may also be shared with the National MIAP bank account to assist with insurance, website or database costs. **NOTE:** The only exception to the “within the state policy: are travel expenses to another state for an MIAP funeral.

Each account may maintain up to \$2,500. Any general donations over that must be sent to the National MIAP bank account.

It is also requested that each state with sufficient funds, send \$400.00 each year to the National MIAP bank account to assist with insurance, website and database costs.

State Coordinator/volunteer that controls the MIAP bank account must send quarterly statements to include end of year statements to Bud Thieme, bikerpapa@miap.us. Any expenditure that requires approval (See SOP #2) must be annotated on the statement.

Once a state bank account is opened, it may not be closed without the express knowledge and approval of Bud Thieme, bikerpapa@miap.us, Linda Smith, sailormom@miap.us or Fred Salanti, ducpho@miap.us. Monies may not be transferred from one state account to another without the express approval of Bud Thieme, Linda Smith or Fred Salanti.