



# Missing In America Project

www.miap.us

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## STANDARD OPERATING PROCEDURE #2 STATE BANK ACCOUNT EXPENDITURES

**PURPOSE:** To instruct State Coordinators and volunteers on authorized expenditures for states with sufficient funds in their MIAP bank accounts.

To remind all State Coordinators and volunteers to keep all receipts for possible reimbursement as well as tax purposes.

### PROCEDURE:

1. Expenditures not requiring prior approval if sufficient state funds are available:

a. Computer paper and computer ink.

b. 30 day registered letters to next of kin.

c. Monies required for brochure or flyer printing (if printing done by Kathy Church at [miapjax@yahoo.com](mailto:miapjax@yahoo.com), Clyde Taylor at [Arizona@miap.us](mailto:Arizona@miap.us)).

2. Expenditures (if sufficient funds are available) requiring prior approval by MIAP Director or Vice President.

a. Monies required for fund raising.

b. Monies for vehicle rental.

- c. Monies required for brochure or flyer printing (if NOT done by the named individuals above at 1 c.
  - d. Monies for motel cost for volunteers traveling over 200 miles on MIAP business including MIAP funerals.
  - e. Monies required for purchase of urns or coffins.
  - f. Fuel cost for volunteers traveling more than 100 miles on MIAP business including MIAP funerals.
3. Receipts for ALL expenditures is required for both tax purposes and VA reimbursements. Receipts maybe kept by individual and only sent to Finance Officer if requested.
4. Prior approval is required for any amount for any expenditure not listed in number 1 **above**.

**IMPORTANT: Any state that has requested and received an MIAP Bank account must go to their Secretary of State and register as a Foreign Corp non-profit within their state. This must be completed once a year and the state approval sent to the MIAP Director. Any state what does not complete the SOS and send to the MIAP Director will lose their bank account.**