



Missing In America Project

www.miap.us

3/7/2019

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.

Instructions for reimbursements is in SOP 10.

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 Brigitte Corbin at brigitte.va.miap@gmail.com, Kathy Church at miapjax@yahoo.com, Clyde Taylor at ArizonaNorth@miap.us).

2. Expenditures (if sufficient funds are available) requiring prior approval by Linda Smith, sailormom@miap.us.

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 (these may be obtained through the VA or reimbursed see SOP#10).

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.

4. Prior approval is required for any amount for any expenditure not listed in number 1 **above**.