



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th St. #314 St Paul MN 55155
Telephone 651-224-7634 Fax 651-224-5243
Toll Free 1-888-217-9598
Email – deptoffice@mnala.org
Website - www.mnala.org

Contract Approval and Signature Authority Policy

Reviewed by: ___Finance Committee_____ **Reviewed on:** _____

Approving Body: _____ **Date Approved:** _____

Policy Statement

The American Legion Auxiliary Department of Minnesota Executive Committee (DEC) in complying with the corporate laws of the State of Minnesota and in keeping with corporate governance standards and acceptable business practices authorizes appropriate American Legion Auxiliary Department Headquarters officers to execute and enter into agreements on its behalf.

Policy

1. The Department President and Department Executive Secretary shall have the authority to execute contracts and agreements on behalf of the American Legion Auxiliary for goods and services consistent with matters within the approved American Legion Auxiliary Department of Minnesota Headquarters budget.
2. The Department Executive Secretary shall ensure that all contracts bear original signatures.
3. The Department Executive Secretary shall make certain that the organization maintain in safekeeping all fully executed original-signature contracts and agreements, clearly identified as such.
4. The Department Executive Secretary shall not enter into contracts, agreements, and memorandums of understanding for matters that are not within the scope and confines of the Departments budget approved by the DEC.