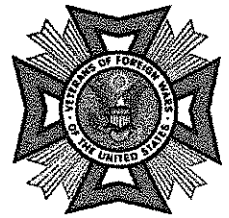




VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF SOUTH CAROLINA
POST 4262 GANDY-GRIFFIN
5821 N. MAIN STREET
COLUMBIA, SC 29203
PH: (803) 754-1614



24 November 2020

Command Policy Order 20 -11- 02

SUBJECT: Maintaining of all books and Records within the Post

TO: All Comrades/Members of Post 4262

In accordance with Section 218 Officers and Chairmen, Duties and Obligations.

Paragraph 5 Quartermaster. Among the duties of the Post Quartermaster, the Quartermaster shall:

- (f) Reconcile and verify all transactions listed on all bank statements to assure the accuracy of Post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.

Effective immediate the post will follow the manual of procedures when dealing with any and all records and books. All books will remain in the Post facilities at all times. Unless written permission is granted by the Post or Post Commander. There will be no exception to this policy.

BY ORDER OF THE COMMANDER

THEONIS S. BROWN JR.
POST 4262 COMMANDER

ATTESTED BY:

TREMAYNE MATTHEWS
POST 4262 ADJUTANT