



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- 03

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 1 Commander. Among the duties of the Post Commander, the Commander shall:

- (f) Approve all disbursements of funds properly authorized by the Post by use of voucher or payment order.
- (g) Assure that the office of Quartermaster is bonded according to Section 703 of the Bylaws.

In accordance with Post by-laws Article IX Expenditure of Funds

SECTION 1. Expenditure of funds shall be made only after **PRIOR** authorization by the Post and on a proper voucher drawn by the Adjutant and approved by the Post Commander. All checks for expenditures of Post funds shall be numbered in sequence, the number of each check to correspond with the voucher authorizing the same and in addition to the signature of the Quartermaster, shall be countersigned by the Post Commander.

Effective immediate the post will follow the manual of procedures and post by-laws when dealing with any and all disbursement of funds. Bills will be read at the monthly meeting prior to payment and checks will bear the two signatures (Commander and Quartermaster).

BY ORDER OF THE COMMANDER

THEONIS S. BROWN JR.
POST 4262 COMMANDER

ATTESTED BY:

TREMAYNE MATTHEWS
POST 4262 ADJUTANT