

Commissioner's Order 08-84

Corporate Affairs

A Commissioner's Order to impose administrative regulation upon all business entities of the Non-Removable Mille Lacs Band of Chippewa Indians.

WHEREAS, under provisions of Band Statute 1001-MLC-1, Section 28, addition of Section 7.03. The Commissioner of Corporate Affairs shall have sole authority to administer, regulate and authorize all business enterprises under the jurisdiction of the Band, and;

WHEREAS, the Commissioner of Corporate Affairs shall have the power to authorize, organize and reorganize all business related matters in the interest of increased economic development, and;

WHEREAS, all business entities operate on an individual basis without common administrative procedure.

NOW THEREFORE, pursuant to the authority vested in my pursuant to Band Statute 1001-MLC-1, Section 28, I, Lew Boyd, do hereby order that:

1. Each business manager shall no longer have authority to present any binding project bids or to enter into any contractual or sub-contractual agreement in any binding capacity. All contracts and subcontracts shall have the authorization of the Commissioner.
2. Authorizations to enter into any contractual/sub-contractual agreement shall be accompanied by the manager's projected bid which shall include the gross margin of profit for each product, the sales pricing per unit and the cost of goods sold.
3. Each business manager shall no longer have authority to purchase any item on an out-right basis or lease basis which exceed a total value of one thousand dollars {~~\$~~1,000.00} without prior written authorization of the Commissioner of Corporate Affairs.
4. The use of corporate vehicles during the weekend or in all off-duty hours for personal use is hereby prohibited. A daily vehicle use log shall be implement commencing August 13, 1984.
5. Each business manager shall provide monthly financial statement summary to the commissioner no later than the 10th day of each month including outstanding liabilities of the business and a schedule for payment.
6. Each business manager shall be required to complete a Weekly Manager time sheet, documenting daily business activity prior to Commissioner authorization to prepare payroll. The use of, request for Authorized Leave and Request and Authorization for Official Travel forms shall be required and authorized prior to any manager leave or travel. Any said leave or travel not authorized shall result in disallowance and non-payment.

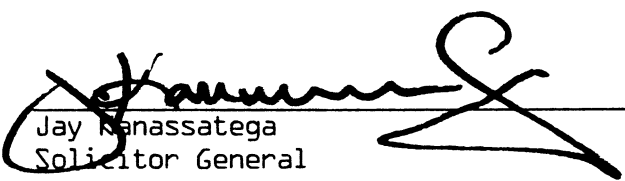
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7. Each business manager shall appear at monthly Manager Strategy Meetings. Direct line access to the Chief Executive, Secretary of Treasury, Speaker of the Assembly or member of the Band Assembly without the prior verbal acknowledgment of the Commissioner shall be forbidden on business related matters. All business matters shall be channelled through the Commissioner of Corporate Affairs whose lawful duty it is to forward said to appropriate governmental officials or entities.
8. No business manager shall have authority to open any financial account at any financial institution with funds of a business entity in any name. Business managers shall not deposit any funds of any Band operated business in a personal account of their own or any other person or business. All payments received by a business shall be acknowledged by the Commissioner of Corporate Affairs prior to deposit in the official Bank account of the business. Business managers shall not endorse any check on behalf of the business entity. Business managers shall not pay cash with the exception of petty cash which shall not exceed \$100.00, one hundred dollars, or utilize personal credit cards for business related expenses. All purchases shall be accompanied by a purchase order acknowledged by the Commissioner of Corporate Affairs verbally or in writing.
9. Effective October 15, 1984, all business operation accounts shall not fall below ten thousand dollars {\$10,000.00} cash-in-bank at any period of time.

DATED at Vineland, Minnesota this 10th day of August in the year one thousand nine hundred and eighty-four.

  
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Lew Boyd  
Commissioner of Corporate Affairs

APPROVED AS TO FORM AND  
EXECUTION

  
\_\_\_\_\_  
Jay Manassatega  
Solicitor General

EXPIRATION DATE

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Open

OFFICIAL SEAL OF THE BAND