



Marine Corps League Department of New York

Senior Vice Commandant

DATE: 30 March 2024

TO: Department of New York Bylaws Committee

FROM: David W. Wiggs PDD
Department of New York Sr. Vice Commandant

SUBJECT: Proposed Change to the Department of New York Bylaws

SECTION 4-47 DEPARTMENT ADJUTANT/PAYMASTER [APPOINTED OFFICE]

Present: d-75 Shall deposit promptly all funds of the Department in a bank approved by the Department Board of Trustees and all payments from these funds shall be made by check.

Proposed: d-75 Shall deposit promptly all funds of the Department in a bank approved by the Department Board of Trustees and all payments from these funds shall be made by check or debit/credit card. Payments made by debit/credit card must be pre-authorized by the Department Commandant in writing. A copy of the authorization must be maintained with the bank statement containing the charge.

Rationale: Due to changes in current business practices not all vendors accept checks for payment, some require electronic payment in the form of a debit or credit card. To facilitate the second signature requirement for checks, it is proposed that the Department Commandant must pre-authorized the debit/credit card charge in writing before the paymaster can make the payment. The Department Commandant can do so by email or written letter. A copy of the authorization must be maintained with the bank statement that contains the charge to ensure proper accounting.

Respectfully Submitted,
David W. Wiggs PDD
Senior Vice Commandant

ONCE A MARINE, ALWAYS A MARINE!

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