**Section 1. Purpose**

The Alaska State Council is incorporated as a not-for-profit organization. There is no more important state requirement than maintaining our not-for-profit status. This policy gives guidance to the Alaska State Council wanting to use the Alaska State Council federal tax ID number for their bank account purposes.

**Section 2. Policy**

The policy is that all Alaska State Council members must use the Alaska State Council federal tax ID number for all business transactions including banking. There shall be only one federal tax ID number.

**Section 3. Operational Procedures**

Wells Fargo is our approved banking organization. Alaska State Council must have 3 co-signers on their bank accounts. The Alaska State Council treasurer and president must be on this list of co-signers under our federal tax ID umbrella. The Alaska State Council must have on –line access with Wells Fargo. Receipts must be kept on file for auditing purposes. All receipts should be submitted by January 31st of the upcoming year.