I. **PROCEDURE PURPOSE:**
This policy is intended to give guidance using the Michigan ENA Federal Tax ID number. Michigan ENA is incorporated as a not-for-profit organization.

II. **PROCESS:**
   a. All State Federal Tax ID number or chapter representative desiring the use of the MENA must request so in writing to the Michigan ENA Treasurer.
   b. All MENA and chapter bank accounts must be opened using the Michigan ENA Federal Tax ID number.
   c. Pending availability, bank accounts shall be opened and maintained at Fifth Third Bank.
   d. The current Michigan ENA State Treasurer shall be included as one of the three (3) signer on each bank account related to Michigan ENA and its chapters.
   e. Quarterly treasurer reports shall be forward to the Michigan ENA State Treasurer which include:
      i. Copy of bank statement(s)
      ii. Michigan ENA Chapter Quarterly Treasurers Report Form
   f. Any activity that may jeopardize Michigan ENA nonprofit standing with the IRS will be brought to the Michigan ENA executive board for review and recommendation for full board action.