

# Longhouse of the Orange Skies

Check Request, and Deposit Procedures

March 2014

## A. Check Requests:

1. Requests for payments require a completed and authorized Check Request Form, along with supporting documentation and receipts.
2. Check requests should be emailed to the Longhouse Wampum at:  
[longhousewampum@orangeskieslonghouse.org](mailto:longhousewampum@orangeskieslonghouse.org)
3. All check requests should clearly identify if the payment is for a Longhouse or a Nation expense to ensure proper account segregation and budget reporting.
4. **Longhouse expenses** require the approval of the Longhouse Chief and Longhouse Wampum or Longhouse Assistant Wampum.
5. The Longhouse Chief may approve expenses via email, which shall be included with the check request package.
6. **Nation expenses:**
  - A. Require the approval of the Nation Chief **and** Nation Wampum.
  - B. Either the Nation Chief or Nation Wampum may approve expenses via email. which shall be included with the check request package.
  - C. The completed check request package (including any email approvals) should be emailed to the Longhouse Wampum for approval and payment processing.
  - D. Nation Wampum's should keep copies of all check requests to review/verify Longhouse provided Nation balance reports.
7. Checks will be issued within two weeks of receiving a completed check request. Checks can be mailed or picked-up at 318 W. Katella Ave. Suite B, Orange.

## B. Deposit Form:

1. All deposits to the Longhouse must include a Deposit Form and should be delivered to 318 W. Katella Ave. Suite B, Orange.
2. Use a Deposit Form when paying for your patch order and note "Payment to Longhouse for patch order".
3. The Deposit Form will be used to credit your Nation account, make sure you put down the correct Nation.
4. Nation Wampum's should have a copy of all Deposit Forms to verify Nation balances.