



Leech Lake Band of Ojibwe

11-21-11P12:58 RCVD SR

Arthur "Archie" LaRose, Chairman
Donald "Mick" Finn, Secretary/Treasurer

District I Representative
Robbie M. Howe Bebeau

District II Representative
Steve White

District III Representative
Eugene "Ribs" Whitebird

MEMORANDUM

Date: 11/18/2011

To: LLBO Employees

Cc: Tribal Council
Legal Department
Purchasing Department

From: LeRoy Fairbanks III, Deputy Director

Re: Legal Review of Contracts, Grant Agreements, and Resolutions

This memorandum is to inform all employees and departments of the Leech Lake Band that the Leech Lake Band of Ojibwe Reservation Business Committee ("RBC") will no longer accept and approve resolutions, contracts, and grant agreements unless the attached Legal Department review sheet is completed by the Legal Department and attached to such proposed resolution, contract, or grant agreement when submitted to the RBC.

This process is necessary to ensure that the proposed resolutions, contracts, and grant agreements are in compliance with applicable laws and regulations and to make sure that the RBC is protecting the Band against potential liabilities.

You can provide the proposed resolutions, contracts, and grant agreements to the Legal Department either via facsimile, inter-office, or hand-delivering the documents. The Legal Department review sheet is also available at the Legal Department. The facsimile number is 218.335.3676.

Additionally, I would also like to inform all employees and departments of the Band that our Legal and Purchasing Departments must have copies of all approved resolutions, contracts, and grant agreements. You can provide all approved resolutions, contracts, and grant agreements to the Legal and Purchasing Departments within the next Ten (10) working days either inter-office or hand delivery.

If you have any questions regarding this process, please feel free to contact the Legal Department at 218.335.3673. Thank you for your attention to this matter.

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