

**BOARD OF SANITARY COMMISSIONERS
OF THE MUNCIE SANITARY DISTRICT**

RESOLUTION No. 2012-01

**A Resolution authorizing the Muncie Sanitary District to obtain credit cards for use by
Muncie Sanitary District Employees**

WHEREAS, the Muncie Sanitary District (the "District") is a political subdivision of the State of Indiana that is authorized by IC 36-9-25 et. seq. to pay for all services rendered or obligations incurred by the District's Board of Sanitary Commissioners (the "Board"); and

WHEREAS, The Board has heretofore passed its Resolution No 2008-07 which has heretofore set forth policies for the use of Credit Cards by the District's employees; and

WHEREAS, The Board wishes to authorize, by Resolution, the procedures to be used by the District in obtaining and using credit cards and to designate the Departments to which credit cards shall be issued and the credit limit which such credit cards shall carry.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SANITARY
COMMISSIONERS OF THE MUNCIE SANITARY DISTRICT THAT:**

1. The President of the Board, Tom Bennington, or his successor, and the Finance Manager, Deborah Ervin, or her successor are hereby authorized on behalf of the District to acquire credits cards for the District including executing any and all documents necessary to obtain such cards on terms and conditions acceptable to the Board President and Finance Manager.

2. That the credit cards so obtained shall be provided to the following Departments and Department heads or their successors, with the following credit limit amounts: (i) Board President, Tom Bennington, in the credit limit amount of \$5000.00; (ii) Engineering Department, John Anderson, District Engineer, in the credit limit amount of \$5000.00; (iii) the Bureau of Water Quality (BWQ) and the Water Pollution Control Facility a joint card, John Barlow,

Superintendent and Rick Conrad, Director of the BWQ, in the credit limit amount of \$5000.00; (iv) Sewer Maintenance Department, Steve Ballman, Superintendent, in the credit limit amount of \$5000.00; and (v) Financial and Sewer Billing Department, Debbie Erwin, Finance Manager, in the credit limit amount of \$20,000.00. These named Department heads hereby provided credit cards shall also be provided written information by the Finance Manager and/or Administrator regarding proper documentation of purchases and other matters sufficient to enable each department to complete and submit credit card use reports in a timely manner as provided for in this Resolution.

3. Cards issued to the Department heads may be used by employees of the Departments with the authorization of the Department head. Each Department that has been issued a credit card shall be responsible for completing a Monthly Credit Card Report, with proper documentation attached, and such have such report approved by the appropriate person or persons prior to payment being made. Such reports shall be completed in a timely manner so as to avoid the assessment of any penalties, interest or other late charges by the credit card company.

4. Each credit card user shall be individually responsible for obtaining and turning into the District Finance Manager all documentation that is required to be furnished for the payment of that person's credit card charge. Any employee who does not do so in a timely manner shall be responsible to the District to personally pay for or reimburse the District for any fees or interest late charges incurred by reason of the employees' failure to provide such documentation in sufficient time so as to avoid such additional late charges. However, should the failure to provide proper documentation be for a reason beyond the control of the employee, the employee, at the sole discretion of the Finance Manager and/or Board President, may be relieved of the responsible for paying or reimbursing the District for such late charges or fees. All interest and charges or late

fees incurred by use of credit cards that result from causes other than the employee's failure to provide timely documentation, except failure beyond the control of the employee as outlined above, shall be paid by the District.

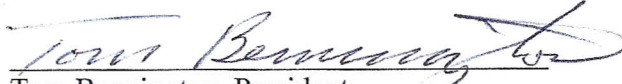
5. Credit card use shall be limited to (i) purchase of office supplies for use by the District; (ii) purchase of equipment and parts or services for equipment owned or used by the District; (iii) other expenses authorized by the District and related to the duties of the employee including travel expenses, but in the case of travel expenses only those expenses specifically authorized by the travel policy of the District, then in effect, shall be allowable charges on the credit card.


6. Resolution No 2008-07 and all other previous resolution or parts of resolutions adopted by the Board which pertain to the use of credit cards by the District are hereby rescinded.


7. This Resolution shall remain in full force and effect and may be relied upon by persons or entities dealing with the Muncie Sanitary District until amended or revoked in writing by the Board.

This Resolution Passed and Adopted by the Board of Sanitary Commissioners of the Muncie Sanitary District of Delaware County, Indiana, this 24th day of January, 2012 at their regularly scheduled meeting.

MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIONERS:


Tom Bennington, President


Steven D. Murphy, Vice-President


Teresa L. Ford, Secretary