

**Resolution 2019-14
Muncie Sanitary District
Board of Sanitary Commissioners**

A resolution providing an amendment to the Personnel Policies Handbook of the Muncie Sanitary District first adopted on January 16, 2019 concerning Section 5.15 District Credit Cards.

WHEREAS, the Board of Sanitary Commissioners (the "Board") wishes to modify the MSD Personnel Policies Handbook, Section 5.15, District Credit Cards.

BE IT THEREFORE RESOLVED, that the Board does hereby adopt the following amendment to the Personnel Policies Handbook.

The Board wishes to amend Section 5.15 District Credit Cards:

The District Administrator, or designated department head, shall be the designated official responsible for the use and issuance of the Muncie Sanitary District credit cards. District credit cards are the property of the City of Muncie. Account numbers, and other information, of District credit cards will be maintained by designated employees. The Finance Manager shall maintain an accounting system or log which will include the names of individuals requesting usage of District credit cards, their position, and estimated amounts to be charged, fund and account numbers to be charged, and date the card is issued and returned.

District employees may request the use of a District credit card for travel related expenses associated with attending conferences, workshops, business meetings, or other work related expenses. All requests, including name, position, estimated amount(s) to be charged, must be in writing and submitted to the District Administrator. District credit cards are for business use only and shall not be used for personal purchases. Other examples of specifically prohibited uses include the purchase of alcohol and/or movies and entertainment.

District employees, who are issued a District credit card, shall only use such card as approved by the District Administrator. When the purpose for which the credit card has been issued has been accomplished, the card and all supporting documents (i.e. receipts) shall be submitted to the custody of the Finance Manager. Documentation shall include names of attendees and an agenda or other general summary of business conducted where appropriate.


Payment of District credit cards should not be made on the basis of a statement or a credit card slip only. Credit card payments must be made through the statutory claims process. If interest or penalty is incurred due to late filing or furnishing of documentation by an officer or employee, such interest or penalty shall be the responsibility of that officer or employee. District issued credit cards are maintained by the Muncie Sanitary District and employees are required to return such cards and all supporting documents upon request. If a card is lost or stolen, the employee shall report the missing card immediately to the District Administrator.

District employees violating any part of this policy shall be subject to disciplinary action, up to and including termination.

This Resolution shall become effective on and after its passage and shall remain in full force and effect until it is amended or repealed by the Board.

THIS RESOLUTION IS APPROVED this 11th day of September, 2019, by the Board of Sanitary Commissioners of the Muncie Sanitary District.

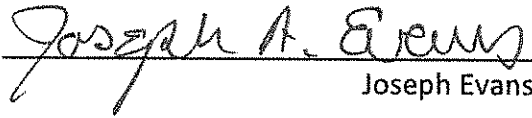
**MUNCIE SANITARY DISTRICT
BOARD OF SANITARY COMMISSIOENRS**



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