

Great Lakes Water Authority

Resolution for Procurement Card Policy & Procedure

Whereas, in accordance with State of Michigan Credit Card Transactions Act 266 of 1995, GLWA is required to adopt a credit card use policy,

Whereas the Great Lakes Water Authority wishes to use a procurement card which is considered to be a type of credit card for payment of business related goods and services for use by designated personnel as approved by the Area Chief Executive,

Now, Therefore Be It:

Resolved, that the Chief Executive Officer delegates the responsibility for the development of procurement card (PCard) policy and procedures to the Chief Financial Officer/Treasurer,

Resolved, that the Chief Financial Officer/Treasurer delegates the authority to the Treasury Manager to be the Program Administer and oversee the compliance with the PCard policy and procedures,

Resolved, that the PCard will be issued and used only by authorized Great Lakes Water Authority employees,

Resolved, that the Program Administrator is responsible for PCard issuance, accounting, monitoring, retrieval and for overseeing compliance with the procurement card policies and procedures,

Resolved, that the user of the PCard will submit documentation, in a timely organized manner, for every purchase which includes in detail the goods or services purchased, the date of purchase and the official business for which purchased,

Resolved, that the Program Administrator will review supporting documentation for all transactions and provide monthly reporting to the Chief Financial Officer and quarterly reporting to all Area Chiefs.

Resolved, that the employee issued the PCard is responsible for its protection and custody and will immediately notify the Great Lakes Water Authority Treasury Group if the card is lost or stolen and will turn in the card prior to termination of employment,

Resolved, that the misuse of the PCard by an employee will result in reimbursement to Great Lakes Water Authority for unauthorized charges, revocation of the card privileges and/or reprimand, suspension, or immediate termination,

Resolved, that this Board hereby adopts the Great Lakes Water Authority Procurement Card Policy and Procedures.