

**RESOLUTION AUTHORIZING THE USE AND ISSUANCE
OF PROCUREMENT CARDS**

WHEREAS, it is the duty and responsibility of the Worth Township Advisory Board (“Township Board”) to maintain fiscal integrity and efficiency of the financial transactions of the Township Board by adopting certain policies and procedures;

WHEREAS, pursuant to I.C. § 36-1-3 under the appropriate conditions the Township Board may authorize the use of credit/debit cards and purchasing cards;

WHEREAS, the purpose of a credit/debit card program is to provide an efficient, cost-effective method of purchasing and pay for small dollar and high volume purchases;

WHEREAS, the State Board of Accounts authorizes credit/debit card use through an approved resolution or ordinance; and

WHEREAS, the Township Board desires to approve the use of procurement cards of performance of Township duties when such use is in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Board that:

1. This Resolution is adopted in compliance with the State Board of Accounts, which authorizes the use of credit/debit cards for purchases and payments; A list of all credit/debit cards issued shall be maintained by the Township Trustee;
2. Credit/debit cards will be locked in a secure place within the Township offices and a log shall be maintained, including the names of individuals requesting use of credit/debit cards, their position, estimated amounts to be charged, fund and account numbers to be charged, and date the card is issued and returned;
3. When the purpose for which the credit/debit card has been issued has been accomplished, the card should be returned to the custody of the Township Trustee;
4. That credit/debit cards shall not be used to bypass the Township accounting system. All such charges shall be itemized and presented to the Township Board for approval;
5. The Township Trustee is authorized by the Township Board to pay an annual fee, if applicable, for credit/debit cards;
6. This Resolution shall be in full force and effective immediately upon adoption by the Township Board.

DULY PASSED AND ADOPTED this 13th day of December, 2022 by the WORTH TOWNSHIP ADVISORY BOARD.

Voting For

Voting Against

Abstain

Andrew Heffner

Andrew Heffner, President

Michael Hancock

Michael Hancock, Member

Tanya Sumner

Tanya Sumner, Member

Approved this 13th day of December, 2022:

Jim Baldwin

Jim Baldwin, Trustee

Attest and Certified:

Michael Hancock

Michael Hancock, Secretary