



18966 Ferretti Road P.O. Box 350 Groveland, CA 95321-0350

**RESOLUTION NO. 8-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT  
ADOPTING A DISTRICT CREDIT CARD POLICY**

**WHEREAS**, the Board of Directors of the Groveland Community Services District desires to adopt a *Credit Card Policy*; and

**Whereas**, the purpose of the *Credit Card Policy* is to establish a set of guidelines by which the District's Credit Cards can be used; and

**Whereas**, the *Credit Card Policy* establishes that the District Credit Cards shall be used for reasonable and necessary expenses incurred during the performance of District business and/or in emergency situations; and

**Whereas**, the General Manager or Chief Financial Officer of the Groveland Community Services District are hereby authorized, on behalf of the District, to enter into Credit Card Agreements, designate who may receive and use Credit Cards issued, and execute security agreements with respect to the District's Credit Card accounts as follows:

<b>TYPE:</b>	<b>Visa Credit Card</b>	
Authorized Card Holder and Limits:	General Manager	\$10,000.00
	Finance Manger	\$10,000.00

The below listed cards are logged in and out to District personnel as needed, only by the Accounts Payable Department with the approval of the General Manager and/or Finance Manager, and are secured in the District's safe when not in use.

<b>TYPE:</b>	<b>Sears Commercial One, \$3,000 Limit</b>
Authorized Card Holder:	District personnel as needed.

<b>TYPE:</b>	<b>Staples, \$3,000 Limit</b>
Authorized Card Holder and Limits:	District personnel as needed and who are going to a Staples store area.

<b>TYPE:</b>	<b>Orchard Supply Hardware, \$3,000 Limit</b>
Authorized Card Holder:	District personnel as needed and who are going to an OSH store area.

<b>TYPE:</b>	<b>New Holland Credit, \$5,000 Limit</b>
Authorized Card Holder:	District personnel as needed and who are going to a New Holland store area.

**WHEREAS**, the *Credit Card Policy* authorizes the General Manager and Chief Financial Officer to carry and use the Credit card; and

**WHEREAS**, the following guidelines are hereby established:

1. Only authorized person(s) shall carry and use the credit card.
2. Authorized person(s) shall not release their credit card to an unauthorized party.
3. Charges are permitted for District related business, travel or emergency business expenses only. Personal use shall not be allowed.
4. The credit card limits established herein may not be increased absent an amendment to this policy.
5. The Chief Finance Officer shall monitor all credit card purchases.
6. All receipts for purchases shall be submitted to the District for review and approval; including a description of the purchase and/or purpose.
7. Noncompliance with any of the above standards and procedures shall result in immediate loss of the charging privileges.
8. The Board of Directors of the Groveland Community Services District reserves the right to revoke any charge card from any individual and/or make all future expenses subject to Board approval.

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Groveland Community Services District hereby adopts the *Credit Card Policy* hereto, as well as any other documents necessary to carry out the provisions of the *Credit Card Policy* and the intent of the Board. This resolution will remain in effect until revocation by the Board of Directors of the Groveland Community Services District or by written notice of the revocation of a Credit Card Agreement by the Credit Card provider.

**PASSED AND ADOPTED** at the regular meeting of the Board of Directors of the Groveland Community Services District this 28<sup>th</sup> day of July, 2004, by the following vote:

AYES: Directors Maxwell, Myers, Norris, Moore and Brizard

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:

  
Vicki L. West, Secretary

  
Craig Maxwell, President