

BEING A RESOLUTION OF THE EAST CENTRAL INDIANA REGIONAL PLANNING DISTRICT
ESTABLISHING AND ADOPTING A CREDIT CARD POLICY

WHEREAS, the East Central Indiana Regional Planning District has determined it beneficial to establish a credit card policy;

NOW, THEREFORE, BE IT RESOLVED AND ESTABLISHED BY THE EAST CENTRAL INDIANA REGIONAL PLANNING DISTRICT THAT;

1. The East Central Indiana Regional Planning District Board of Directors authorizes two business credit cards for the use of East Central Indiana Regional Planning District business only, by the following procedures:
 - a. All employees are responsible for making sure to submit detailed receipts or invoices showing the purchase made to the Executive Director.
 - b. Every purchase shall be made within the limits of an approved budget.
 - c. The Executive Director shall maintain the issuance of the credit card, the card numbers and expiration dates.
 - d. The Executive Director shall pay the credit cards promptly so that no interest, carry charges or penalties will be incurred due to late payments. Any employee failing to timely provide the required information to the Executive Director shall be personally liable for the interest or carrying charge.
 - e. No credit card shall be used by any person for a private purchase. In the event that an improper purchase is made using a credit card, the employee responsible for the improper purchases shall immediately reimburse the East Central Indiana Regional Planning District for all said charges and said employee may be subject to disciplinary action.

Adopted by the East Central Indiana Regional Planning District Board of Directors this 14th day of May, 2019.

President



Vice President



Secretary



Treasurer