

Minutes of a regular meeting of the Chippewa County Board of Commissioners, held at the Chippewa County Courthouse, 319 Court St., Sault Ste. Marie, Michigan on the 12th day of May, 2014 at 2:00 p.m.

PRESENT: Scott Shackleton, Don Cooper, Don McLean and George Kinsella

ABSENT: Ted Postula

The following preamble and resolution was offered by Commissioner Kinsella and seconded by Commissioner McLean .

RESOLUTION NO. 14-09

Resolution Replacing 96-4; Authorize the Issuance and the use of County Credit Cards to Selected County Officers and Employees

WHEREAS, 1995 PA 266 authorizes the use of credit cards for the purchase of goods and services by County officers and employees; and

WHEREAS, the use of credit cards by County officers and employees to purchase goods and services enhances the efficient operation of County government; and

WHEREAS, policies regarding the issuance and use of County credit cards are necessary to protect the County's financial interests, and

NOW THEREFORE BE IT RESOLVED that the Chippewa County Board of Commissioners is authorized to secure the issuance of credit cards for use by selected County officers and employees but the total combined authorized credit limit shall not exceed \$5,000 at any one time.

BE IT FURTHER RESOLVED that the Chippewa County Administrator and the Chippewa County Sheriff is responsible for the County's credit card issuance. The Administrative staff will be responsible for the accounting, monitoring and retrieval, and pursuant to this responsibility shall circulate policies necessary for the implementation of credit card policy. The policy shall include at a minimum:

1. Select officers and/or employees authorized to use county credit cards;
2. Determine the specific official County business for which credit cards may be used;
3. Determine the types or categories of good or services for which the credit cards may be used to purchase.
4. Describe the documentation necessary to be submitted by the officer or employee using the County credit cards including, but not limited to, documentation of the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased;
5. Provide for a system of internal accounting controls to monitor the use of credit cards issued by the county and shall establish a procedure by which credit card

