

RESOLUTION NO. 13R-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BIGHORN-DESERT VIEW WATER AGENCY AUTHORIZING AGENCY CREDIT CARDS AND SETTING GUIDELINES FOR THE USE OF THE SAME

WHEREAS, on July 26, 2011 the Board approved Resolution 11R-11 which set forth the terms and conditions for the General Manager to obtain a credit card for Agency with First Bank (Union Bank of California); and

WHEREAS, in the course of daily Agency business there are times when the use of a business credit card would be advantageous for the efficiencies provided and cost savings available by using such; and

WHEREAS, Resolution No. 11R-11 authorizes two active credit cards through the Agency's current banking institution, Union Bank of California (First Bank Card); and

WHEREAS, Resolution No. 11R-11 provides for a credit limit of \$2500 for each active credit card; and

WHEREAS, the Agency currently has in effect a Purchasing Manual which sets forth the processes and authorizations necessary for purchasing goods and services; and

WHEREAS, Resolution No. 11R-11 authorized the Executive Secretary to possess a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and

WHEREAS, the position of Executive Secretary has been eliminated and there is still a need to authorize a second cardholder for the existing account.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Agency do hereby authorize the following:

1. That the General Manager possess and utilize a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and
2. That the one staff member, designated by the General Manager, possess and utilize a credit card through the Agency's current banking institution, Union Bank of California (First Bank Card); and
3. That the credit limit shall be \$2500.00 for each credit card; and

4. That the credit cards shall only be used as a method of payment for purchases which have been approved in compliance with the existing Purchasing Manual with supporting documentation signed by the party requesting the use of the card, and
5. That Resolution No. 11R-11 is hereby rescinded in its entirety and of no further force and effect.

PASSED, APPROVED AND ADOPTED by the Board of Directors of Bighorn-Desert View Water Agency this 18th day of June, 2013.

By 
Michael McBride, Board President

ATTEST:



David Larson, Secretary of the Board