

ORDINANCE 2007 - 4

WHEREAS, Jennings Northwest Regional Utilities (hereinafter "JNRU") owns and operates a regional water and sewer district serving primarily the residents of Country Squire Lakes in Jennings County, Indiana; and,

WHEREAS, in the ordinary course of day-to-day activities of the utilities it is necessary to make small expenditures for the purchase of items of office equipment, office supplies, supplies, equipment parts, machinery for repairs to and maintenance of the utility plants and office, and sewer and water pump station and mains, and to purchase fuel for the utilities' various equipment and vehicles; and,

WHEREAS, the sewer district has entered into procurement card arrangements with Wal-Mart, Sam's Club, Home Depot, Orscheln Farm and Home, and various gas stations; and,

WHEREAS, it is necessary to establish by resolution the terms and conditions of the use of said credit cards.

BE IT, THEREFORE, RESOLVED as follows:

1. That the Board of Trustees of JNRU authorizes the use of the aforementioned procurement cards for purposes of procurement of supplies, fuels, parts, equipment, machinery and other necessary needed items of tangible personal property.

2. The issuance and use of such procurement cards shall be handled by the office manager and the utility manager, as the responsible parties on said procurement cards or by an employee specifically authorized therefor.

3. The purposes for which this procurement by credit card is to be made shall be to cover the necessary day-to-day items and tangible property needed to maintain the utilities' property in operable condition.

4. That the office manager shall maintain an accounting system or log reflecting the usage of said procurement cards and said procurement cards shall be used in conjunction with this accounting system.

5. That payments should not be made on the basis of a statement or procurement card slip only; that supporting documentation such as paid bills and receipts must be available. Any interest or penalty incurred due to late filing of furnishing of documentation by an officer or employee of the District should be the responsibility of that officer or employee.

6. That an annual fee for said procurement cards may be paid.

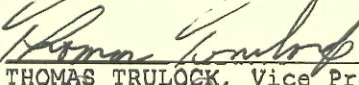
7. That procurement cards shall not be used to procure cash advancements in any form or as a debit card.

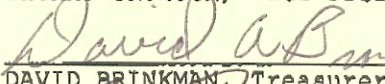
8. That the maximum allowed per single expenditure purchase on said procurement card shall be the amount of Two Thousand Dollars (\$2000.00).

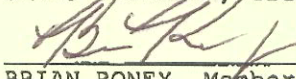
SO ORDAINED this 19 day of November, 2007.

JENNINGS NORTHWEST REGIONAL UTILITIES

  
EDWIN WHITAKER, President

  
THOMAS TRULOCK, Vice President

  
DAVID BRINKMAN, Treasurer

  
BRIAN RONEY, Member

ATTEST:

  
LINDA CLERKIN WOOTON, Secretary