

RESOLUTION NO. 8-2013

**RESOLUTION ADOPTING A CREDIT CARD POLICY FOR
THE BRACKETTVILLE HOUSING AUTHORITY**

WHEREAS, a Credit Card Policy applicable to all employees and Board of Commissioners of the Brackettville Housing Authority is hereby adopted in its entirety; and

WHEREAS, the Board of Commissioners of the Brackettville Housing Authority has determined that purchases shall be incurred only to the extent that funds are available and in accordance with approved budget(s); and

WHEREAS, the Board of Commissioners of the Brackettville Housing Authority have determined that Brackettville Housing Authority credit card(s) shall be retained in the office and that the responsibility for safekeeping shall be kept with the designee; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Brackettville Housing Authority, as follows;

1. The Board of Commissioners for the Brackettville Housing Authority does hereby resolve to authorize the use of a credit card(s), limited to the use for authorized purposes only;
2. Any such authorized purchase shall be for Brackettville Housing Authority business only as further detailed in the Personnel Policy;
3. Each purchase shall be supported by verifiable documentation and signed by an authorized purchaser only;
4. The Board of Commissioners shall authorize credit card purchases by designation of staff positions;

PASSED AND APPROVED ON THIS 10th DAY OF OCTOBER, 2013.

APPROVED:



**BARBARA DILLON, Chairperson
Board of Commissioners**

ATTEST:



**RALPH GONZALEZ, Vice-Chairman
Board of Commissioners**

