



Little River Band of Ottawa Indians

1762 U.S. 31 South
Manistee MI 49660
(231) 723-8288

ORIGINAL

Resolution No. #00-0114-01

**Amendment/Designation of Authorized Holders of
Tribal Credit Cards and Establishing Limits and Procedures
for Use of Such Credit Cards**

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. §1300k et seq.)(hereinafter "Little River Act"); and

WHEREAS, pursuant to Article IV, Section 7 (i) of the Tribal Constitution, the Tribal Council is authorized to manage Tribal funds and to borrow money for public purposes and to secure the repayment of the same; and

WHEREAS, the Tribe has established a number of general and special – purpose checking accounts with Huntington National Banks; and

WHEREAS, Huntington National Bank is willing to extend credit to the Tribe, to permit Tribal officials to purchase tangible goods and to cover travel-related expenses with credit cards; and

WHEREAS, the Tribal Council believes that the duties and responsibilities of certain Tribal officials are such that it is reasonable and necessary for these officials to have access to credit; and

WHEREAS, the Tribal Council wishes to establish certain dollar and procedural limits on the use of the credit of the Tribe.

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby designates and authorizes the persons listed below to receive and utilize Tribal credit cards as provided in this Resolution:

<u>Official:</u>	<u>Credit Limit:</u>
Robert Guenthardt;	\$5,000.00
Tammy Carter;	\$3,000.00
Mary Thomas:	\$25,000.00

IT IS FURTHER RESOLVED THAT the Tribal Council hereby directs that, until such time as the Tribal Council and Tribal Administration, as appropriate, develop specific procedures governing the use of Tribal Credit cards, the following controls shall govern the use of line of credit authorized by this Resolution:

- (a) Tribal Credit cards may not be used for the purchase of goods or services unless such purchase is supported by a Requisition and Purchase Order, which has been approved by the Program Director, if applicable, and is in accordance with the approved budget for such program;
- (b) Tribal Credit cards may not be used for the purchase of lodging or travel-related expenses unless the same are authorized on an approved Travel Advance Form. Receipts for all expenditures for lodging or travel-related expenses made with a Tribal Credit card shall be attached to the Travel Close-out Form;
- (c) The records pertaining to use of Tribal Credit cards shall be periodically reviewed for compliance with these procedures by Tribe's Accounting Department and Tribal officials may be held personally responsible for obligations incurred in violation of these procedures.
- (d) A copy of this Resolution will be delivered to Huntington National Banks by the Tribal Manager, within five (5) business days of the date of this Resolution so that the Credit Cards can be obtained.

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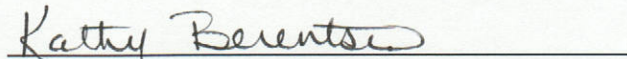
NOTICE: This 'Original' document is a recreation of a resolution adopted at a prior date. The dates of the signatures may vary from the document adopted on that prior date.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 7 FOR, 0 AGAINST, 2 ABSENT, and 0 ABSTAINING, at an Emergency Session of the Little River Band of Ottawa Indians Tribal Council held for this purpose on January 14, 2000, at the Little River Community Center in Manistee, Michigan, with a quorum being present for such vote.


Charles Fisher, Council Recorder

Attest:


Kathy Berentsen, Councilor

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Banking. Investments. Insurance.

Memorandum

RECEIVED

To: Dan Broton – Little River Band of Ottawa Indians
From: Mike Jeruzal
Date: December 30, 1999
Subject: Credit Card limit increases

JAN 03 2000

LITTLE RIVER BAND
OF OTTAWA INDIANS

Dan,

According to my information we are to leave the current limits "as is" for the following cardholders:

Tammy S. Carter	\$ <u>3,000</u>
Mary Thomas	\$ <u>25,000</u>
Robert Guenthardt	\$ <u>500</u>

In addition we should show the following as cardholders and their appropriate limits:

Cy J. M. Hill	\$10,000
Tom Guenthardt	\$ 1,000
Susan Schultz	\$ 1,000
Valerie Chandler	\$ 1,000
Millicent Biers	\$ 1,000
Joan Spalding	\$ 3,000
William Willis	\$ 3,000
Arthur L. deBies Jr.	\$ 3,000
Total	\$32,000

no

Please review this and correct any information or spelling of proper names. I have already received approval for the increase to \$32,000 total, but wanted to be certain there are no changes.

Also, will (or has) the council passed a resolution authorizing these changes?

Advise me asap and I'll get this sent down to our processing center for the changes to be made.

Thanks
MEJ