



Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660
(231) 723-8288

Resolution # 03-1112-384

Resolution Re-authorizing use of Tribal Credit Cards by Tribal Council for Business Travel purposes, and Establishing a Deadline to Adopt Policy to Govern Travel and Credit Card Use by Government Officials, Elected or Appointed

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, National City Bank has extended 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, as well as set policy for all Officials acting in any capacity on behalf 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 utilize Tribal credit cards as previously approved by prior Resolution:

OFFICERS: Tribal Council Members
Tribal Ogema

IT IS FURTHER RESOLVED THAT the Tribal Council hereby directs that, until such time as the Tribal Council develops specific policy and procedures governing the

use of Tribal Credit cards, the following controls shall govern the use of line of credit authorized by this Resolution:

- (a) For Tribal Council Members, Tribal Credit cards may not be used for the purchase of goods or services unless such purchase is supported by a Requisition, Purchase Order, or Approved Travel Request, which has been approved by the Speaker or Recorder, if applicable, and is in accordance with the approved budget.
- (b) For Tribal Ogema, Tribal Credit Card may not be used for the purchase of goods or services unless such purchase is supported by a Requisition, Purchase Order or Approved Travel Request, which has been authorized in accordance with the Purchasing Regulations, and is in the accordance with the approved budget.
- (c) Receipts for all expenditures for lodging or travel-related expenses made whether by Tribal Credit card or cash advance shall be attached to the Travel Close-out Form for Council Members or the Tribal Ogema, in accordance with purchasing regulations or approved travel regulations.
- (d) 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 will be held personally responsible for obligations incurred without justification or in violation of these procedures.
- (e) If a cash advance has been given for a specific travel related purpose, and a Tribal Credit Card is utilized to pay for that purpose, the cash advance is to be immediately returned to the Tribe in full upon return from Travel, no later than 3 business days.

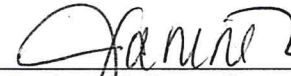
IT IS FURTHER RESOLVED THAT a new policy to be established that applies to the Council, Commissions, Committees or other appointed or elected officials will be prepared and adopted by December 10, 2003. This policy will govern travel and purchasing, including authorizations and signature limits and other requirements, for Tribal Council, its subordinate bodies, and other appointed or elected officials.

IT IS FINALLY RESOLVED THAT a copy of this resolution will be provided to National City Bank, as evidence of authorization to issue Tribal Credit Cards in the names of the following individuals, with the corresponding credit limitations;

Israel Stone	\$1,500.00
Brian Medacco	\$1,500.00
Lee A. Sprague	\$5,000.00

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 5 FOR, 1 AGAINST, 0 ABSTAINING, and 3 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on November 12, 2003, at the Little River Band's Community Center in Manistee, Michigan, with a quorum being present for such vote.



Janine M. Sam, Council Recorder



Patricia Ruiter, Council Member

Attest:

Distribution:

Council Records
Tribal Court
Tribal Ogema
Legal Department