



**RESOLUTION OF THE GOVERNING BODY OF THE
THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD INDIAN RESERVATION**

A Resolution Entitled, "Adoption Policy Governing the Use of Tribal Credit Cards"

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act and having adopted a Constitution and By-Laws pursuant to said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribe generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, Article III of the Constitution of the Three Affiliated Tribes provides that the Tribal Business Council is the governing body of the Tribes; and

WHEREAS, Article VI, Section 5 (l) of the Constitution of the Three Affiliated Tribes provides that the Tribal Business Council has the power to adopt resolutions regulating the procedure of the Tribal Business Council and other Tribal agencies; and

WHEREAS, Article VI, Section 5(c) of the Constitution of the Three Affiliated Tribes specifically authorizes and empowers the Tribal Business Council to administer funds within the exclusive control of the Tribes and to make expenditures from available Tribal funds for public purposes of the Tribes; and

WHEREAS, The Tribal Business Council has passed previous resolutions authorizing credit cards for the Tribal Business Council and certain programs and directors; and

WHEREAS, The Tribal Business Council believes that a policy needs to be updated regarding the proper use of credit cards and for ensuring that all credit card expenditures are accounted for.

NOW, THEREFORE BE IT RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes hereby adopts the following Credit Card Policy and procedures for the Three Affiliated Tribes and supersedes all other resolutions considering the use of credit cards:

Three Affiliated Tribes Credit Card Policies and Procedures

Objectives

1. To allow Three Affiliated Tribes personnel access to efficient and alternative means of payment for expenses related to business travel.
2. To improve managerial reporting related to credit card purchases.



3. To improve efficiency and reduce costs of payables processing.

Policies

1. Three Affiliated Tribes credit cards will be issued to Council Representatives, and authorized staff or programs, only with approval of a Tribal Council Resolution.
2. This policy applies to any officer of the tribal council, staff member or program who has been approved for and issued a credit card that is in the name of the Tribe.
3. Credit cards shall only be used for business purposes. Personal purchases of any type are strictly prohibited.
4. Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.
5. Use of TAT credit card for fuel must be for a TAT owned vehicle only.
6. The following purchases are prohibited:
 - Cash advances
 - Alcoholic beverages/tobacco products
 - Gambling
 - Capital equipment and upgrades over \$5,000
 - Construction, renovation/installation
 - Controlled substances
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans (plane tickets for others, personal entertainment (in room movies), personal insurance)
 - Grants and donations to members
 - Purchases involving trade-in of property
 - Rentals (other than short-term autos)
 - Telephones, related equipment, or services
 - Office Supplies
 - Any other items deemed inconsistent with the values of the Three Affiliated Tribes



Procedures

1. Credit cards may be approved for prospective staff or programs by Tribal Business Council Resolution. The resolution states that if approved, the individual will adhere to all procedures included in this resolution.
2. Detailed receipts must be retained and attached to the credit card statements. If the receipt is lost a duplicate receipt will be allowed. In the case of meals each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations. The meals must be a combination of TAT employee and nonemployee will be allowed.
3. Monthly statements, with attached detailed receipts, must be submitted to the finance department within ten days of receipt of the statement to enable timely payment of amounts due. Electronic forms are available from finance. Any finance charges caused by late submission to finance will be the cardholder's responsibility.
4. All monthly statements submitted for payment must include the signature of the cardholder, the signature of the approving supervisor and the date of approval.
5. Any charges deemed not a business expense by the CFO will be the responsibility of the cardholder to reimburse immediately to TAT.
6. The cardholder must return the card to the CFO on their last day of employment.
7. Program operating purchases that need to be made by credit card will be made with a credit card designated to the TAT Finance department and maintained by the CFO.



C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Indian Reservation hereby certify that the Tribal Business Council is composed of seven (7) members of whom five (5) constitute a quorum, 6 were present at a regular Meeting thereof duly called, noticed, convened and held on the 17 day of April, 2013, that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 6 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman [] Voting. [] Not Voting.

Dated this 17 day of April, 2013.

ATTEST:

Tribal Secretary V. Judy Brugh
Tribal Business Council
Three Affiliated Tribes

Tribal Chairman Tex G. Hall
Tribal Business Council
Three Affiliated Tribes