CORPORATE RESOLUTION
OF THE BOARD OF ALDERMAN
COLE CAMP, MISSOURI

2026-23
AUTHORIZATION OF CITY CREDIT CARD FOR PUBLIC WORKS DIRECTOR

WHEREAS, the City of Cole Camp recognizes the need for the Public Works Department to have access to a credit card for authorized City-related purchases and operational expenses; and

WHEREAS, the Board of Aldermen finds it beneficial to authorize a City credit card for use by the Public Works Director in conducting official City business;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF COLE CAMP, MISSOURI, AS FOLLOWS:

1. **Authorization:** The City of Cole Camp is authorized to issue a City credit card to the Public Works Director for approved City-related purchases and expenses incurred in the performance of official duties.
2. **Spending Limit:** The Public Works Director is authorized to make purchases using the City credit card up to a maximum of **$2,000 per transaction**. Any single purchase exceeding $2,000 must receive prior approval from the Board of Aldermen.
3. **Authorized Use:** The credit card shall be used exclusively for legitimate City business, including purchases of supplies, materials, equipment, parts, and other necessary Public Works Department expenses.
4. **Restrictions:** Personal purchases and unauthorized expenses are strictly prohibited. The card shall not be used for cash advances or purchases unrelated to official City business.
5. **Documentation:** All purchases must be supported by itemized receipts and submitted to the City Clerk for recordkeeping, review, and reconciliation.
6. **Responsibility:** The Public Works Director shall be responsible for the proper use and safeguarding of the credit card and shall comply with all City purchasing and financial policies.
7. **Effective Date:** This resolution shall become effective upon its adoption by the Board of Aldermen.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF COLE CAMP, MISSOURI, THIS _____ DAY OF _____, 2026.

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ATTEST:
Dawn Paul, City Clerk

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ON BEHALF OF THE CITY OF COLE CAMP, MISSOURI
Mayor Nicole Garrett