



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY**

EXECUTIVE COMMITTEE

RESOLUTION 2026-60
Amend Credit Card Use Policy

By Resolution 2026-41, the executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) adopted the Credit Card Use Policy.

The Credit Card Use Policy currently provides that documentation for credit card purchases must be submitted in a timely manner. The Executive Committee seeks to specify the timeframe by which authorized officers and employees must submit appropriate documentation to verify Authority-related purchases. A redlined copy of the Credit Card Use Policy, evidencing the proposed changes, is attached hereto as **Exhibit 1**.

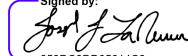
The Executive Committee hereby resolves:

- that the following sentence shall be deleted from section 3.3: “The documentation must be submitted to the CEO or the COO in a timely manner to reconcile against the monthly credit card statement.”;
- that the following two sentences shall be added to the end of section 3.3: “For charges made on individually-issued Authority credit cards, documentation should be submitted through the Authority’s defined process within two (2) business days of the charge or, for travel charges, within two (2) business days after return from travel. Documentation for the Authority-wide credit card should be submitted through the Authority’s defined process within thirty (30) business days.”; and
- that a new section 3.4 shall read as follows: “An authorized officer or employee who is individually-issued an Authority credit card is responsible for reviewing monthly credit card statements for accuracy and completeness. Credit card statements should be reconciled to receipts and, when appropriate, approved by an officer or employee other than the cardholder.”.

Secretary's Certification:

I hereby certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on August 20, 2026.

Signed by:



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Joe LaRussa
Secretary