**BOARD RESOLUTION OF [YOUR COMPANY NAME]**

**AUTHORISING THE ISSUE OF CORPORATE CREDIT CARDS IN THE NAME OF THE EXECUTIVE DIRECTOR**

**DULY PASSED ON [DATE]**

# AUTHORISING THE ISSUE OF CORPORATE CREDIT CARDS IN THE NAME OF THE EXECUTIVE DIRECTOR

WHEREAS the nature of the business of [YOUR COMPANY NAME] requires travel by both Trustees and Staff; and

WHEREAS it has occasionally proved difficult for Trustees and Staff to reach their destination prior to a hotel's check-in time limit; and

WHEREAS most hotels require a credit card guarantee to hold a room reservation past the required standard check-in time; and

WHEREAS [YOUR COMPANY NAME] must occasionally reserve meeting rooms and must provide a credit card number or deposit to secure the reservation; and

WHEREAS personal credit cards are not held by all persons required to travel on behalf of [YOUR COMPANY NAME];

RESOLVED that the Trustees hereby authorise [YOUR COMPANY NAME] to obtain [American Express, VISA and/or MasterCard] company credit cards in the name of the Executive Director, [NAME], for [YOUR COMPANY NAME]'s use for the purpose of securing hotel and meeting room reservations for [YOUR COMPANY NAME] business only.

RESOLVED FURTHER that the officers of [YOUR COMPANY NAME] are, and each acting alone is, hereby authorised and directed to take such further action as may be essential, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that [YOUR COMPANY NAME] is comprised [NUMBER] members, of whom [NUMBER], constituting *a quo*rum, were present at a meeting duly and regularly called, noticed, convened and held this [DAY] day of [MONTH, YEAR], and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of [NUMBER] members, and opposed by [NUMBER] members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

[DIRECTOR]

[DIRECTOR]

[DIRECTOR]