



GPA RESOLUTION NO. FY2023-25
GWA RESOLUTION NO. 40-FY2023

**RELATIVE TO THE AMENDMENT OF THE CREDIT CARD POLICY FOR THE
GUAM POWER AUTHORITY AND THE GUAM WATERWORKS AUTHORITY**

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities (“CCU”) has plenary authority over financial, contractual, and policy matters relative to the Guam Power Authority (“GPA”) and the Guam Waterworks Authority (“GWA”); and

WHEREAS, the GPA and the GWA are Guam Public Corporations established and existing under the laws of Guam; and

WHEREAS, in the course of their business, GPA and GWA have an ongoing and growing need to purchase items over the internet or over the phone where expediency requires the use of a credit card; and

WHEREAS, because of the need for the use of credit cards, the CCU on December 09, 2008, approved Resolution No. 2008-37 Relative to the Establishment of a Credit Card Account and the Adoption of a Credit Card Policy for the Guam Power Authority and the Guam Waterworks Authority; and

WHEREAS, the recent global pandemic has resulted in improved and expanded contactless methods across many business processes and, given limited resources, has created opportunities for efficiencies; and

WHEREAS, 5 GCA Chapter 23 Section 23111, referred to as the *Senator Edward J. Cruz Medical Referral and Education Mileage Program*, requires the accrued airline reward program travel mileage (“mileage”) earned through the use of credit card purchases by the

1 Government of Guam be available to support off-island medical care and off-island student
2 travel involving academic, sports and cultural activities; and
3

4 **WHEREAS**, 5 GCA Chapter 23 Section 23111 (d) (3) requires one hundred percent
5 (100%) of accrued mileage to be used to send eligible students to participate at off-island sports
6 competitions; and
7

8 **WHEREAS**, a recent audit of credit card procedures by the Office of Public
9 Accountability has recommended the update of existing credit card policy.
10


11 **NOW BE IT THEREFORE RESOLVED**; the Consolidated Commission on Utilities
12 does hereby approve the following:

- 13 1. The recitals set forth above hereby constitute the findings of the CCU.
- 14 2. The CCU adopts the attached Credit Card Policy.
- 15 3. The CCU hereby authorizes the GPA and GWA General Managers to adopt
16 and amend Standard Operating Procedures to ensure the appropriate level of
17 internal controls over the use of credit cards.
- 18 4. The CCU hereby further authorizes the management of GPA and GWA to
19 work with the Guam Department of Education to implement the *Senator*
20 *Edward J. Cruz Medical Referral and Education Mileage Program*.
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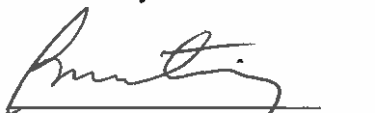
22 **RESOLVED**, that the Chairman certified, and the Board Secretary attests to the adoption
23 of this Resolution.
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25 **DULY AND REGULARLY ADOPTED**, this 29th day of August 2023.
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27 Certified by:

28 
29 **JOSEPH T. DUENAS**
30 Chairperson
31
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Attested by:


PEDRO ROY MARTINEZ
Secretary

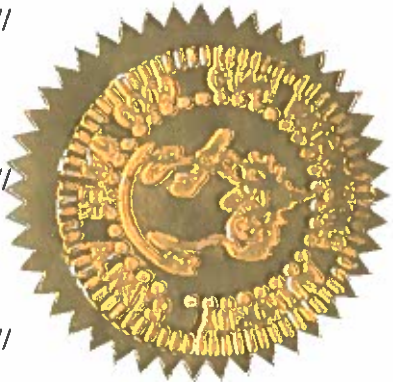
SECRETARY'S CERTIFICATE

I, Pedro Roy Martinez, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true, and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES:	<u>5</u>
NAYS:	<u>0</u>
ABSENT:	<u>0</u>
ABSTAIN:	<u>0</u>

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CONSOLIDATED COMMISSION ON UTILITIES

Guam Power Authority | Guam Waterworks Authority

P.O. Box 2977 Hagåtña, Guam 96932 | (671) 648-3002 | guamccu.org

CREDIT CARD POLICY

1. Purpose and Scope

The purpose of this policy is to amend the original Credit Card Policy (policy) adopted by the CCU on December 9, 2008. Since 2008, many government entities and businesses now take credit cards as a form of payment. Additionally, with the advent of the pandemic, many entities have moved toward contactless forms of business processes, including the taking of payments. This has led to the potential for cost and time-saving efficiencies while keeping internal controls in place and a well-documented audit trail.

2. Policy

It is and shall be the policy of the Consolidated Commission on Utilities that the Executive Management of the GPA and GWA (GPWA) implement, maintain, and make recommendations to continuously improve the credit card policy and develop procedures based on this policy and in compliance with relevant laws and regulations.

The CCU grants GPWA the authority to enter into separate credit card agreements with a \$100,000 limit for each authority. The credit cards may be issued to two (2) or more employees, however, the combined credit authorizations shall not exceed the \$100,000 limit.

3. Responsibilities

GPWA will:

- A. At least every three years review the CCU Credit Card Policy and, if necessary, make recommendations to revise and improve the policy;
- B. Revise and update procedures that provide appropriate level of internal controls and a well-documented audit trail over the use of credit cards;
- C. Follow procurement and travel laws, rules and regulations, and in the case of federally funded expenditures, federal guidelines.
- D. Work with the Guam Department of Education to implement the *Senator Edward J. Cruz Medical Referral and Education Mileage Program*.
- E. Report at least annually on the use of the credit cards, the accumulated miles and the implementation of the *Senator Edward J. Cruz Medical Referral and Education Mileage Program*

4. Policy Review

The Policy will be reviewed every three years or following significant changes to the operational context of GPWA to ensure the policy is current, effective, and continuously improved.

Associated References

- Resolution No. 2008-37: *Establishment of a Credit Card Account and the Adoption of a Credit Card Policy for the Guam Power Authority and the Guam Waterworks Authority*
- *Senator Edward J. Cruz Medical Referral and Education Mileage Program: 5 GCA Chapter 23 §23111.*
- *Office of Public Accountability Draft Report on Government-Wide Credit Card Use, May 2023*

DULY APPROVED AND ADOPTED, this 29th day of August 2023:



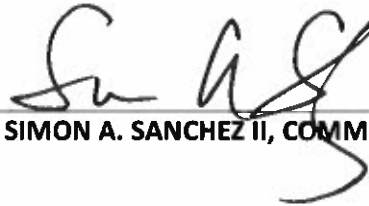
JOSEPH T. DUENAS, CHAIRPERSON



FRANCIS E. SANTOS, VICE CHAIRPERSON



PEDRO ROY MARTINEZ, SECRETARY



SIMON A. SANCHEZ II, COMMISSIONER



MICHAEL LIMTIACO, COMMISSIONER

Document Status: Draft

Date Issued: August 29, 2023

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Approved by: Miguel C. Bordallo, P.E., GWA General Manager
John M. Benavente, P.E., GPA General Manager

Record of Policy Review:

Date Policy was Issued	Date of Review	Reason for Review	Lead Reviewer	Additional Comments