
TRIBAL INTERNAL CONTROL STANDARDS (TICS)

OSAGE NATION GAMING COMMISSION

May 21, 2024

ONGC Commissioners allow approval of the following change to the Tribal Internal Control Standards (TICS) of the Osage Nation Gaming Commission and posting the following to the Osage Nation website as TICS Revision #24-06:

ONGC NOTICE OF PROPOSED TICS REVISION 2nd Comment Period: 30 Days

Osage Nation Gaming Commission Notice of TICS Revision #24-06 dated: May 21, 2024

The Osage Nation Gaming Commission is proposing the following TICS revision.

Comments may be made by interested parties for 30 days. Comments need to be mailed to the Osage Nation Gaming Commission at 612 Leahy Avenue, Pawhuska, Ok. 74056 or emailed to ehembree@osagenation-nsn.gov, please state TICS Comment in the subject line of all emails.

Proposed Amendments to the Osage Nation Gaming Regulations: Section 350.23

350.23 Credit Card Use for Osage Nation Gaming Enterprise Employees

(a) Definitions: The following definitions are used in credit card use by Osage Nation Gaming Enterprise (ONGE) Employees:

“Emergency purpose” means a sudden, urgent, or unexpected occurrence or occasion requiring immediate action.

(b) The Osage Nation Gaming Enterprise Board may choose to allow Osage Nation Gaming Enterprise (ONGE) employees to utilize credit cards. Osage Nation Enterprise Board Members must vote to approve the ONGE positions that are authorized for credit card use and the minutes must reflect the approval.

(c) Credit cards may only be used (1) by the Procurement Department for the purchase of valid business expenses (2) by the Marketing Department for the purchase of valid marketing business expenses (3) by approved card holders for emergency purposes. The emergency should be documented on the receipt with a detailed explanation of the emergency. All purchases made on a credit card must comply with all laws, regulations, compacts and company purchasing System of Internal Control Standards (SICS), policies and procedures. A credit card is a form of payment and is not to be used to circumvent ONGC Vendor licensing requirements.

(d) All authorized credit card companies shall provide monthly statements listing all expenses of each of the approved cardholders. Statements shall be submitted through the ONGE payment system for payment of the monthly business expenses.

- (e) Fuel or Fleet credit cards may be used for Osage Nation Gaming Enterprise vehicles for the purchase of fuel and vehicle expenses.
- (f) Credit Cards authorized for big box stores should be checked out from procurement and returned after the purchase(s) are made. These credit cards should only be used on authorized business expenses and projects. All receipts must document all of the detail regarding the charge.
- (g) ONGE employees are prohibited from using company credit cards for personal expenses.