

**CITY OF WHITE SALMON, WASHINGTON
RESOLUTION NO. 2016-12-444**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING
REVISING THE CREDIT CARD POLICY FOR THE CITY OF WHITE SALMON.**

WHEREAS, an audit was conducted on the credit card policy in the summer which identified areas where the policy needed clarification around invoice payments; and

WHEREAS, it also identified areas of weakness within the policy; and

WHEREAS, the City Council finds the revision of this policy to be in the best interest of the City;


NOW THEREFORE BE IT RESOLVED, the City Council for the City of White Salmon hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

APPROVED AND PASSED by the City Council of the City of White Salmon, Washington at its regular meeting this 7th day of December, 2016.



David Poucher, Mayor

ATTEST:



Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:



Kenneth B. Woodrich, City Attorney

PURPOSE

Establish policy for credit card issue to conduct & transact official city business usage. Whereas the use of credit cards is a customary and economic business practice to improve cash management, reduce costs and increase efficiency.

POLICY AND PROCEDURE

1.0 DEPARTMENTS AFFECTED: All

2.0 REFERENCES:

Subject to RCW 43.09.2855 Local government issuance of credit cards; policy, control & procedure subject to examination by the state auditor.

3.0 POLICY AND PROCEDURE:

A. The City Council has authorized the City Clerk/Treasurer to implement policy for the use, distribution, authorization and control of City credit cards.

USES: The City Clerk/Treasurer authorizes, with approval of the City Administrator or Mayor, the use of city credit cards for the following uses:

- **Travel** – Credit cards may be used by City employees when in travel status on official City business for hotel, parking, ferry, taxi, meal costs, gas, and emergency City vehicle repairs, in accordance with the amounts allowed per the travel policy.
- **Registrations** – Credit cards may be used by City employees for conference or training registrations related to official City business, only after approval from the Department Head.
- **Purchases** - Credit cards may be used by City employees for ordering supplies or services under \$1,000, for City purposes, when approved by the Department Head. The limit for designated employees will be for supplies or services under \$5,000 and the limit for Department Heads will be for supplies or services under \$10,000.

DISTRIBUTION: Each Department Head will request credit cards for themselves and/or designated employee they identify as needing a City credit card to perform their work duties. All designated card holders will be approved by the City Clerk/Treasurer with approval of the City Administrator or Mayor prior to card issuance.

AUTHORIZATION: The City Clerk/Treasurer will authorize employees, usually the Department Heads, designated within a department as the purchaser to have cards issued in their name.

CONTROL: Employees will sign a Credit Card User Agreement; see Attachment A, for all cards issued, either permanently in the employee's name, or general cards for temporary use.

B. The City Clerk/Treasurer is responsible for administration of the cards to include; selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.

City of White Salmon, Credit Card Policy
Exhibit "A"

SELECTION: The City Clerk/Treasurer, with approval of the City Administrator or Mayor, will choose the credit card provider for the City.

PAYMENT: The City Clerk/Treasurer will ensure timely payment and processing of all credit card bills presented. [Note: Individual Department Heads are responsible to review charges prior to payment. The Mayor and/or City Administrator will review charges by the Clerk/Treasurer].

ISSUANCE: The Clerk/Treasurer will ensure cards are not issued until approved by the City Administrator or Mayor and a Credit Card User Agreement is signed by the employee.

- Department Heads will also approve their employee's Credit Card User Agreement, prior to City Administrator or Mayor approval.
- Department Heads are responsible for collecting City credit cards if they, or their employee, leave City of White Salmon employment.
- All lost or stolen credit cards must be reported to the City Clerk/Treasurer immediately.

ENSURE PROPER USE: The Clerk/Treasurer will ensure that all cards are used in accordance with this policy. Any misuse will be reported to the City Administrator or Mayor.

- Credit cards may not be used for cash advances. [Note: RCW 43.09.2855 prohibits cash advances]
- Credit cards may not be used for personal purchases.
- City credit cards may not be used to purchase contractual or personnel services (i.e. consultants, temporary help, etc.). Services that are allowed to be purchased with a city credit card include online services (i.e. Survey Monkey, Public Surplus, MRSC Rosters, AutoCAD, etc.), annual fees or dues (i.e. Cummins Generator Servicing, WFOA and other association dues, etc.) and other services that may be cancelled at any time.
- Credit cards may be used to purchase merchandise or services required as a function of the cardholder's duties at the City of White Salmon.
- Credit cards purchases must be consistent with the City's purchasing policy and procedure.

C. Employees authorized to use City credit cards are responsible for providing all necessary documentation, required by the City Clerk/Treasurer to process payment, on a timely basis.

- Employees will submit detailed credit card receipts no later than five (5) business days after the purchase date, or within two (2) business days of return from travel status.
- Employees will submit delivery receipts no later than two (2) business days after the date merchandise is received.
- Employees will document Internet purchases by printing out the purchase confirmation page from the vendor's website.
- Employees will document phone purchases by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer etc.).

City of White Salmon, Credit Card Policy
Exhibit "A"

- If interest or late fees are incurred as a result of an employee's failure to submit necessary documentation in a timely manner, the employee will be held responsible for payment of those fees, and payment may be withheld from the employee's pay.

D. Any exceptions to this policy must be approved by the City Clerk/Treasurer in advance.

E. The City Clerk/Treasurer, with approval of the City Administrator or Mayor, will disallow an employee's use of City credit cards for violation or misuse of the credit card according to this policy.

City of White Salmon, Credit Card Policy
Exhibit "A"

ATTACHMENT A

CREDIT CARD USER AGREEMENT- City of White Salmon, Washington

I, _____, as an employee of the City of White Salmon, accept personal responsibility for the safeguard and proper use of City credit card # _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

I will only use the City's credit card for the following purposes:

- Travel costs when on official City business, for hotel, parking, ferry, taxi, meal costs, gas, and emergency City vehicle repairs in accordance with the amounts allowed per the travel policy.
- Conference registrations related to official City business, only after approval from the Department Head on the Request for Travel Form.
- Ordering supplies under \$1,000, related to my City job, when authorized by Department Head. The limit for designated employees will be for supplies under \$5,000 and the limit for Department Heads will be for supplies under \$10,000.
- I will not use the City credit card for any inappropriate purpose. *Inappropriate purposes consist of the following:*
 - Cash advances.
 - Personal purchases.
 - Purchase contractual services.
 - Pay other invoices or statements.
 - Any purpose not specifically authorized by the credit card policy or in conflict with the purchasing policy or procedure.
- I will provide all necessary documentation to Financial Services within the time specified:
 - Detailed credit card receipts no later than five (5) business days after the purchase date, or within two (2) business days of return from travel status.
 - Delivery receipts no later than two (2) business days after the received date.
 - Proof of Internet/phone purchase as follows; copy of purchase confirmation page from vendor's website, signed copy of item ordered from (i.e. catalog page, brochure, flyer etc.).

_____ I understand the City Clerk/Treasurer will disallow my use of City credit cards for violation or misuse of a City credit card and/or the Use of Credit Card Policy.

_____ I understand that if interest or late fees are incurred as a result of my failure to submit necessary documentation in a timely manner, which I will be held personally responsible for payment of those fees, and costs of any such fees incurred as a result of my failure are hereby authorized to be withheld from my paycheck.

_____ I understand that I will be held personally responsible for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

City Clerk/Treasurer Signature _____ Date _____