

**RESOLUTION NO. 800**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS FOR THE APPROVAL AND ADOPTION OF A CREDIT CARD POLICY**

**WHEREAS**, Kittitas County Public Utility District No. 1 finds that it will be beneficial to establish a Credit Card Policy; and

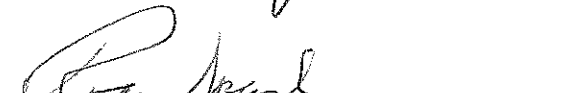
**WHEREAS**, The District issues credit cards to management personnel; and


**WHEREAS**, The updated Credit Card Policy will provide management with clear direction on the acceptable use of District Credit Cards.

**NOW, THEREFORE, BE IT RESOLVED** that the Commissioners of Kittitas County Public Utility District No. 1 approve and adopt the Credit Card Policy, as set forth in Exhibit A and the Employment Credit Card Agreement, as set forth in Exhibit B, attached hereto.

**IN WITNESS WHEREOF**, the undersigned, being all the members of the Board of Commissioners of Kittitas County Public Utility District No. 1 have executed this Resolution of the Board of Commissioners on this 27<sup>th</sup> day of May, 2014.

  
\_\_\_\_\_  
President, Paul Rogers

  
\_\_\_\_\_  
Vice President, Roger Sparks

  
\_\_\_\_\_  
Secretary, Shan Rowbotham

# Exhibit A

## CREDIT CARD POLICY

May 22, 2014

## Table of Contents

Policy Intent .....	4
Authority .....	4
Authorized Card Use .....	4
Unauthorized and/or Inappropriate Card Use .....	4
Purchasing Limits .....	4
Required Receipts .....	5
Responsibility and Accountability .....	5
Administration .....	5

## **Policy Intent**

The purpose of this policy is to establish guidelines for Kittitas County Public Utility District No. 1 ("District") to provide for the issuance of credit cards to employees for the purpose of covering expenses incident to authorized travel and enabling a cost-effective, convenient and streamlined method of purchasing items.

## **Authority**

The District is authorized to use credit cards as set for in RCW 43.09.2855 for official District purchase and acquisitions. Credit cards will only be distributed to Management level personnel, which include:

- General Manager
- Assistant General Manager/Operations Manager
- Finance Manager

## **Authorized Card Use**

Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the District. The cardholders may use the card to cover expenses related to authorized travel for the District.

The card may not be transferred to another individual for use.

## **Unauthorized and/or Inappropriate Card Use**

Credit cards must never be used to purchase items for personal use or for non-District purposes, even if the cardholder intends to reimburse the District. However, in the event of accidental personal use, the cardholder must immediately notify the accounting department and provide personal funds to cover the cost. Disciplinary action may result in the event of personal use.

Unauthorized and/or inappropriate card use includes, but is not limited to:

- Items for personal use;
- Items for non-District purposes;
- Cash or cash advances;
- Food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel);
- Alcoholic beverages;
- Weapons of any kind or explosives;
- Relocation expenses;
- Entertainment; and
- Recreation

## **Purchasing Limits**

District credit cards have a credit limit of \$5,000. However, any purchases with the card will follow the Procurement Policy purchasing limits.

## **Required Receipts**

All purchases require a signed receipt from the cardholder, with the appropriate account coding. The approved purchase order for tangible items must accompany the receipt, if applicable.

If the cardholder cannot present a receipt, the cardholder may be financially responsible for those charges.

## **Responsibility and Accountability**

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the Finance Manager and/or accounting department;
2. Keep credit card in a secure location at all times;
3. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained (must be approved by the General Manager);
5. Review in a timely manner monthly statements from the financial institution provider for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips and the customer's copy of the charges must be attached to the monthly statement. The authorized user of the credit card must sign the statement (and receipts) that the goods have been received.
6. Submit the statement and documentation in a timely manner to the accounting department for payment processing;
7. Surrender the credit card and corresponding support documentation to the accounting department upon separation from the District;
8. Take any other steps necessary to ensure that the credit card is used for only authorized purposes.

## **Administration**

The credit card policy is administered by the Finance Manager and accounting department. The Auditor shall conduct periodic reviews for proper card use.

**Exhibit B**

**EMPLOYEE CREDIT CARD AGREEMENT**

As an employee of Kittitas County Public Utility District No. 1 ("Utility"), I understand the Utility has authorized my use of a Utility credit card for approved business and travel related expenses. In accepting this card, I agree to the following terms and conditions:

- The card may be used for payment of authorized business and travel related expenses on behalf of the Utility.
- The card may not be used to obtain cash advances or other expenses that are not allowed as established by the Utility, procurement policy or other policies or procedures.
- The card may not be used for personal use.
- The card or account number may not be transferred to another person for use.
- The card may not be used for payments for professional service agreements, public works contracts, and/or human services contracts.
- I understand that when using the credit card for travel and meal expenses that I am governed by the Utility Employee Handbook.
- I understand that my credit card limits are set forth by Procurement Policy.
- Whenever a purchase is made, I will retain all receipts, packing slips, and shipping documents.
- I understand that it is my responsibility reconcile, or arrange for the reconciliation, of my credit card monthly statement. It is my responsibility to have the purchase order signed by the General Manager. The accounting department must receive the reconciliation, appropriate approvals, and all receipts by the established due dates.
- I understand that I will surrender the credit card to the Utility or the Utility may revoke the credit card if,
  - The card is used in a manner which is inconsistent with the Utility policies and procedures and/or the requirements of this Agreement
  - I terminate Utility employment
  - If the monthly reconciled credit card statement and receipts are not received by the accounting department by the established due dates
  - If finance charges are incurred as a result of my negligence
- I understand that if my card is lost or stolen I must report it immediately to the account department.
- I will be held personally and financially responsible for unauthorized purchases and/or for purchases not supported by detailed receipts. Disciplinary actions may be rendered. I authorize such transactions may be deducted from my paycheck.

I have read and understand the above conditions as well as referenced policies and procedures and certify that I will be in compliance with required policies and procedures.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Employee Signature \_\_\_\_\_

Utility Approving Authority \_\_\_\_\_

Credit Card Number \_\_\_\_\_