

RESOLUTION NO. 1556

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIFE, PIERCE COUNTY, WASHINGTON ADOPTING A CITY
POLICY FOR CITY CREDIT CARD USE BY
EMPLOYEES/OFFICIALS

WHEREAS, it is important to have clear policies in place detailing the guidelines for appropriate behavior for employees and city officials; and

WHEREAS, the City wishes to amend its current policy in regard to the use of official City credit cards by employees and city officials; and

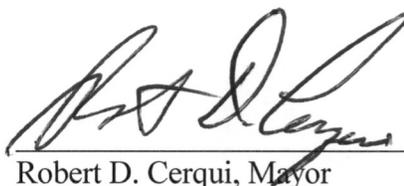
WHEREAS, such activity is authorized by RCWs 43.09.2855 and 42.24.115; and

WHEREAS, such a policy brings the City into compliance with the auditing requirements of the State Auditor's Office;

now, therefore

BE IT RESOLVED that the Fife City Council adopts the attached policy, marked as Exhibit A, as the official Fife city policy for city credit card use by employees and city officials.

ADOPTED by the City Council at an open public meeting held on the 9th day of July 2013.



Robert D. Cerqui, Mayor

Attest:



Carol Etgen, City Clerk

City Of Fife

Financial Policies

Credit Card Use by Officials and Employees

Purpose.

The purpose of this provision shall be to set forth the policy of the City of Fife, Washington, for the use of credit cards by City officials and employees. This chapter shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCWs 43.09.2855 and 42.24.115.

Definitions.

As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.

Issuance, use and control of credit cards.

The City adopts the following system for the issuance, use and control of credit cards by City officials and employees.

A. The Finance Director/Treasurer is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

1. Issuance and Use. Credit cards may be issued to the City of Fife and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, and training or travel expenses in connection with the performance of their duties on behalf of the City. Each card imprinted with the name of an individual must be "signed for" by that individual using the City's card user agreement.

2. Authorization and Control. Upon authorization from the City Manager or designee, City officials and employees may obtain a credit card from the Finance Director/Treasurer who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was received. The

Finance Director/Treasurer shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.

3. Credit card limits shall be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency.

4. Payment of Bills. The finance director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.

6. Prohibited Uses. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures.

C. Failure to provide detailed documentation as required by the policy may result in the user being responsible for the charge. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.

D. The City Manager is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The City Manager may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation. Credit cards are to be returned to the City immediately upon ending employment.

E. The City Manager is authorized to adopt any additional rules or policies necessary to implement the provisions of this financial policy.