

**Key Peninsula Metro Park District  
Db a Key Peninsula Metro Parks  
PO Box 70  
Lakebay, WA 98349**

Proposal No. R2005-13

Resolution No R 2005-13

**A RESOLUTION OF THE KEY PENINSULA METROPOLITIAN PARK DISTRICT  
TO ADOPT A NEW PURCHASING POLICY.**

Whereas the Key Peninsula Metropolitan Park District adopted a purchasing policy 2004.

And whereas the current policy has formal bid limits that are not consistent with other metropolitan park districts and municipalities.

Be it resolved by the Key Peninsula Metropolitan Park District amend purchasing policy by adoption Exhibit A 2005-13.

ADOPTED this 14 day of November, 2005

Attest:

Key Peninsula Metropolitan Park District  
Board of Commissioners  
Pierce County, Washington



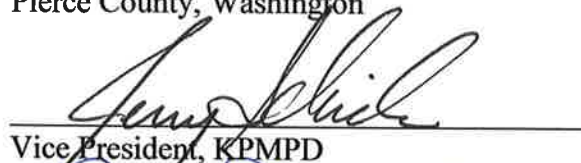
President KPMPD



Clerk KPMPD



Member at Large KPMPD



Vice President, KPMPD



Member at Large KPMPD

Purchasing Policy:

Policy Number 2005-13 Exhibit A	Resolution Number	Date Approved:	Supercedes the following Resolutions and Policies:
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**Policy:** (Approved by the Key Peninsula Metropolitan Park District Board of Commissioners)

**Purpose:** This Purchasing Policy establishes when approval from the Board of Park Commissioners is required; establishes procedures for purchasing and levels of authority, and provides for periodic reporting to the Commission regarding the purchasing activity of the Key Peninsula Metropolitan Park District.

**Policy Requirements:**

**Section 1. General Responsibilities**

**1.1 General Authority**

The Key Peninsula Metropolitan Park District Board of Commissioners is responsible for establishing policy direction for the District under Washington State law (RCW35.61.131). Prudent business practice and good government provides that the Commission establish policies regarding the fiscal activities of the District including but not limited to purchasing in accordance with applicable local, state and federal law and regulations.

Transferring limited authority and responsibility to the Executive Director for purchasing requires formal action by the Board of Park Commissioners. This Purchasing Policy establishes the limited authority granted to the Executive Director and procedure considerations related to the purchase of goods and/or services for use by the Key Peninsula Metropolitan Park District in service and for the benefit to the community.

## Section 2.

### **Open Market Purchases**

#### **2.1 General conditions**

With the exception of professional services for public works or improvements purchases of supplies, materials and equipment and professional services, except for public works or improvements, costing less than \$15,000 may be made on the open market, such as but not limited to sources such as retail stores, catalogs and other locations listing vendors available to provide the above mentioned items.

#### **2.2 Purchases of less than \$1,000 not requiring competitive bids**

The Executive Director or his or her designee is authorized to make open market purchases costing less than \$1,000 without obtaining competitive bids under the following conditions:

##### **A. Items of special design**

When an item required is of special design, shape or manufacture to match or fit with an existing installation and competitive bidding is impracticable;

##### **B. Surplus or distress sales**

When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment;

##### **C. Items for quick delivery**

When the obtaining of competitive bids will cause delay resulting in an appreciable loss to the District;

##### **D. Small items not stocked**

The Executive Director or his or her designee shall be authorized to establish monthly purchase orders with local vendors for periods of not more than twelve months for the purchase of items costing less than \$50 or perishable items which are impractical for the District to stock, and are available at usual market prices. Such local vendors shall be selected on the basis of best overall price, policies, breadth and depth of stocks and delivery service.

#### **2.3 Purchases including and between \$1,000 and less than \$5,000**

All open market purchases \$1,000 and less than \$5,000 shall be made based upon obtaining at least three competitive quotes or bids solicited from prospective vendors, by personal contact or by other appropriate means including but not limited to

telephone, catalog, web-page, fax or e-mail. The Executive Director or his or her designee shall keep a record of all open market orders and bids received and/or used in competition and such records shall be open for public inspection, including telephone inquiry, during regular office hours. The quotes shall be transmitted by the **Accounting/Office Specialist** to the Executive Director for recommendation for award of the contract to the lowest responsible bidder. The Executive Director or his or her designee then shall award the bid on the open market purchases to the bidder as determined to be the lowest responsible bidder in accordance with the provisions of this chapter.

#### **2.4 Purchases including and in excess of \$5,000 and less than \$15,000**

All open market purchases including or in excess of \$5,000 and less than \$15,000 shall be made based upon obtaining at least three competitive prices or bids solicited by direct mail request to prospective vendors, by personal contact or by other appropriate means including but not limited to telephone or e-mail. Bids must be received on company letterhead. The Executive Director or his or her designee shall keep a record of all open market orders and bids submitted in competition and such records shall be open for public inspection, including telephone inquiry, during regular office hours. The quotes shall be transmitted by the **Accounting/Office Specialist** to the Executive Director for recommendation for award of the contract to the lowest responsible bidder. The Executive Director or his or her designee then shall award the bid on the open market purchases to the lowest responsible bidder in accordance with the provisions of this chapter.

If fewer than three bids/quotes are obtainable, the **Accounting/Office Specialist** shall include an explanation for the lower number of quotes.

#### **2.5 Rejection of bids for open market purchases costing less than \$15,000**

The Executive Director or his or his designee shall have authority to reject all bids, or parts thereof, for any one or more supplies or contractual services of less than \$15,000 when the public interest will be served. Upon rejection of any bid the reason for the rejection shall be kept as part of the records for the transaction and shall be open for public inspection.

## Section 3.

### **Competitive Bidding**

#### **3.1 Purchases including and between \$15,000 and less than \$25,000**

With the exception of professional services for public works or improvements purchases of supplies, material, equipment including lease of equipment, or services, where the cost exceeds \$15,000 shall be made by an advertised call for bids (RCW 35.23). These purchases up to \$25,000 must be authorized by the Executive Director and one Key Peninsula Metropolitan Park District Commissioner.

#### **3.2 Purchases including and in excess of \$25,000**

With the exception of professional services for public works or improvements purchases of supplies, material, equipment or services, where the cost exceeds \$25,000 shall be made by an advertised call for bids. The bid results shall be transmitted to the Key Peninsula Metropolitan Park District Commission for a recommendation for award of the contract to the lowest responsible bidder.

#### **3.3 Single source or supply**

When such a purchase is clearly and legitimately limited to a single source or supply, within the Seattle/Tacoma Metropolitan Area, or the materials, supplies, equipment or services are subject to special market conditions, then such purchase may be made without competitive, sealed bid and by negotiation; provided that prior to making of such a purchase, the Executive Director obtains the approval of the District Commission, which approval shall be expressed by resolution setting forth why the requirements of this special market condition applies.

#### **3.4 Using requests for proposals**

With the written approval of the Executive Director, the District may enter into contracts for lease of equipment or purchase of supplies, materials, equipment, or services (except for those included in a public work or improvement), using a request for proposal procedure similar to the procedure outlined in RCW Chapter 39.80; except that specifications for price quotations may be included in the request for proposal. This section shall not apply to contracts for professional services covered by section 9.

#### **3.4 Cancellation of invitations to bid**

An invitation for bids may be canceled at the discretion of the Executive Director or his or her designee. The reasons shall be documented and made part of the purchase contract file. Each invitation for bids issued by the District shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties who have been provided with a copy of the invitation. The notice shall identify the invitation for bid and state briefly the reasons for its cancellation.

#### **Section 4.**

#### **Lowest Responsive Bid/Lowest Responsible Bidder Evaluation**

##### **4.1 Lowest responsive bid determination**

The determination of the lowest responsive bid requires meeting conditions set forth in the invitation for bid and submitting the lowest price.

##### **4.2 Lowest responsible bidder determination**

In determining the lowest responsible bidder for the purchase of goods and/or services for use by the District, consideration may be given to:

**A. Ability/capacity/skill**

The ability, capacity and skill of the vendor to perform the project or provide the goods and services;

**B. Prompt delivery**

The ability of the vendor to perform the project or provide the goods or services promptly or within the time specified, without delay or interference;

**C. Experience**

The reputation, experience and efficiency of the vendor;

**D. Previous performance**

The quality of performance on previous contracts or purchases;

**E. Compliance with laws and regulations**

The previous and existing compliance by the vendor with laws and regulations relating to contracts and services;

**F. Service capability**

The sufficiency of the financial resources and the ability of the vendor to perform the work or provide the goods or services being purchased; also the ability of the vendor to

provide future maintenance and service for the goods or services purchased;

**G. Quantity and scope of conditions**

The number and scope of conditions attached to the quotation and;

**H. Terms/billing procedures, other charges, and reliability**

The payment terms/billing procedures, quality, delivery times, freight charges, shipping points and the reliability of the vendor.

**Section 5.**

**Items Purchased for Resale**

Items purchased for resale where consideration must be given to quality, price and customer preference in a retail situation, are not required to go through a bidding or quotation process unless the purchase price exceeds \$10,000 per purchase order excluding applicable Washington State Sales Tax and shipping/freight charges.

**Section 6.**

**Purchasing Recreation Services from Independent Contractors**

Purchasing services from instructors, teachers, artists and other independent contractors engaged to teach classes, seminars, or programs as part of a Key Peninsula Metropolitan Park District sponsored program have similar characteristics as goods purchased for resale. Customer preference, teaching method, personality of the instructor, teacher or artist greatly influences the customer and their willingness to enroll in a class or seminar and pay the requisite fees. Consequently, in the acquisition of these and similar services, there is no requirement for bidding or quotation unless the purchase price/acquisition cost exceeds \$15,000 per three-month quarter in a calendar year.

**Section 7.**

**Emergency Purchases**

**7.1 Authority and definitions**

The Executive Director or his or her designee is authorized to make emergency purchases, upon a finding, duly entered of record, of the existence of an emergency. Such emergencies may include, but are not limited to:

**A. Service Interruption**

Any breakage or loss of equipment or in other circumstances in which necessary service is interrupted or is about to be interrupted;

**B. Timing**

Situations where the District may suffer a substantial loss by reason of the time required for following the regular purchasing procedures, which shall be reported to the District Commission at the next subsequent regular meeting.

**Section 8.**

**Unauthorized Purchases**

**8.1 Definition**

No District employee shall purchase or contract for any supplies, material, equipment or contractual service or make any contract within the purview of this policy other than through the Executive Director or his or her designee. Any purchase or contract made contrary to the provisions of this policy shall not be approved by any District officer and the District shall not be bound except as may be required or provided by law.

**8.2 Responsibility for unauthorized purchases**

District employees other than those identified in this policy are not authorized to make purchase agreements binding and obligating the District to a financial commitment. Should a District employee violate this trust and the District experiences a financial loss, then the District shall be entitled to recover the full amount of such loss from the employee.

**Section 9.**

**Contracts**

**9.1 Authority**

The Executive Director or his designee may enter into contracts if:

**A. Funding limit and bidding requirement status**

The contract does not obligate the District to expend funds in excess of \$15,000, and

**B. Budget approval**

The expenditure of District funds has been approved in the District budget as approved by the District Commission.



## **9.2 Provision for legal and engineering counsel**

The Executive Director, who may seek such recommendation of the District Commission as he deems appropriate and necessary, shall be empowered to make provision for the obtaining of legal counsel and professional engineering counsel. Such provision may be by appointment on a full or part-time basis, or by any reasonable contractual arrangement for such professional services.

## **9.3 Provision for professional services**

The Executive Director shall be empowered to make provision by any reasonable contractual arrangement for such other professional services as casualty and liability insurance for the District, actuarial, appraisement of properties, and similar professional services as may from time to time be required.

## **9.4 Non-public works contracts not requiring proposals**

For contracts involving non-public work service of artistic, graphic arts, creative/technical writing or visual and performing arts, there is no requirement for solicitation of proposals unless the estimated cost shall exceed \$30,000 per purchase order excluding applicable Washington State sales tax.

## **9.5 Leasing equipment**

The lease of equipment is considered to be the lease or rental of equipment whether or not an option to purchase is included. No equipment shall be leased without prior approval of the Executive Director.

## **9.6 Inspection and testing**

The Executive Director or his or her designee shall inspect or supervise the inspection of all deliveries of supplies, materials, equipment or contractual services to determine the conformance with specifications set forth in the order or contract.

The Executive Director or his or her designee may require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests, the Executive Director or his or her designee shall have the authority to make use of laboratory facilities of any outside laboratory.

## Section 10.

### **Small Works Roster**

#### **10.1 Authorization**

As a municipal corporation the District is authorized by the laws of the State of Washington allowing certain contracts to be awarded by a small works roster process.

#### **10.2 Procedures and use**

The following small works roster procedures are established for use by the District relating to public works projects pursuant to RCW chapters 35.61.135 and RCW chapter 39.04.

##### **A. Cost**

The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed \$200,000, which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the District may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

##### **B. Creation of roster(s)**

The District may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Said small works roster may make distinctions between contractors based upon different geographic areas served by the contractor.

##### **C. Contractors listed on roster(s)**

A small works roster shall consist of all responsible contractors who have requested to be on the roster and, where required by law, are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the District as a condition of being placed on a roster or rosters.

**D. Roster publication**

At least once a year, the District shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts (contracts providing general provisions over combinations of existing or future contracts for multiple individuals, events, departments or agencies) to be signed that become effective when a specific award is made using a small works roster.

**E. Multi-jurisdictional rosters**

The District is authorized to enter into interlocal agreements with other local governments establishing multi-jurisdictional small works rosters. An interlocal contract or agreement between the District and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.

**F. Telephone or written quotations**

The District shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911, as follows:

**1) Advertising contract award not needed**

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

**2) Invitations for quotes from roster**

Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an

alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

If the estimated cost of the work is from \$100,000 to \$200,000, the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

- a) Legal newspaper notice  
Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- b) Mail notice  
Mailing a notice to these contractors;
- c) Facsimile or electronic notice  
Sending a notice to these contractors by facsimile or other electronic means;
- d) Equitable distribution  
For purposes of this section, “equitably distribute” means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor’s bid for the same project.

A written record shall be made by the District’s representative of each contractor’s bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

## **Section 11.**

### **Limited Public Works Process**

#### **11.1 Authorization**

If a work, construction, alteration, repair or improvement project is estimated to cost less than \$35,000 which includes

the costs of labor, material, equipment and sales, and/or use taxes as applicable, the Key Peninsula Metropolitan Park District may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). This small works roster process does not apply to contracts for professional architectural and engineering services which are regulated by RCW 39.80.

**A. Solicitation of quotes**

For limited public works projects, the Key Peninsula Metropolitan Park District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 43.19.1991 (9). After an award is made, the quotations shall be open to public inspection and available by electronic request.

**B. Payment and performance bond requirements**

For limited public works projects, the Key Peninsula Metropolitan Park District may waive the payment and performance bond requirements of RCW 39.08 and the retainage requirements of RCW 60.28, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under RCW Title 82 that may be due from the contractor for the limited public works projects. However, the Key Peninsula Metropolitan Park District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

**C. Determination of the lowest responsible bidder**

The District shall award the contract for the public works project to the lowest responsible bidder; provided that whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. In addition to price, the District shall take into account the criteria established under Section 4 Lowest Responsible Bidder/Lowest Responsive Bid Evaluation.

**D. Award**

For public works projects over \$20,000, the Executive Director or his or her designee shall present all telephone quotations or bids to the District Commission and

recommend for award of the contract to the lowest responsible bidder. For Public Works Projects over \$19,999 the Board of Parks Commissioners shall award all public works projects by resolution. For public works projects under \$20,000, the Executive Director shall have the authority to award public works contracts without District Commission approval.

E. **Record list**

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty four months under the limited public works process. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded.

F. **Exceptions**

1) **Ordinary maintenance**

Ordinary maintenance is not considered a “public work” as provided in RCW 39.04.010. Therefore, the small works roster does not apply to ordinary maintenance. “Ordinary maintenance” may be defined as work not performed by contract and that is performed on a regularly scheduled basis, but not less frequently than once per year, to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. Refer to WAC 296-127-010 (7)(b)(iii).

2) **Waiving of competitive bidding requirements**

Competitive bidding requirements may be waived by resolution of the District Commission pursuant to RCW 39.04.280 for:

a) Single source or supply

Purchases that are clearly and legitimately limited to a single source or supply;

b) Special facilities or market conditions

Purchases involving special facilities or market conditions;

c) Emergency event purchases

Purchases in the event of an emergency;

d) Insurance or bond purchases

- Purchases of insurance or bonds;
- e) Emergency public works  
Public works in the event of an emergency.

If an emergency exists, the Executive Director may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the Key Peninsula Metropolitan Park District to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by motion or resolution of the Commission no later than two weeks following the award of the contract.

For the purposes of this section “emergency” means unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in a material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

**Section 12. Splitting Purchase Orders, Invoices and Contracts**

Splitting of a purchase order, contract or an invoice to avoid seeking and receiving the approvals required by this policy and its administrative procedures is prohibited.

**Section 13. Purchasing Approval and Payment Procedures**

**13.1 Purchase order review and approval**

It shall be the administrative function of the **Accounting/Office Specialist** to issue purchase order numbers for all District purchases and review purchase orders in accordance with the District’s purchasing policy. All purchase orders so reviewed and approved shall carry the signature of the Executive Director or his or her designee.

**13.2 Preparation of claims**

All such claims shall be prepared for audit and payment on a form and in the manner prescribed by the Division of Municipal Corporations in the State Auditor’s Office. The

form shall provide for the authentication and certification by the Accounting/Office Specialist that the materials have been furnished, the services rendered, or the labor performed as described, and that the claim is a just, due and unpaid obligation against the District; and no claim shall be paid without such authentication.

### **13.3 Claims list report**

#### **A. Preview**

The Key Peninsula Metropolitan Park District Administration shall regularly review documentation supporting claims in advance of the regular meetings of the Board of District Commissioners with the **Finance Officer of the Board** or in his or her absence either the President or the Clerk of the Board.

#### **B. Approval**

The Administration shall provide the Board of District Commissioners documentation supporting claims paid and a list for approval of all vouchers or checks in payment of claims at its next regularly scheduled public meeting or, within one month of issuance.

### **13.4 Open market purchases**

#### **A. Less than \$1,000**

In accordance with District purchasing policies, the Executive Director shall be authorized to issue purchase order numbers to vendors, review and approve invoices. The Executive Director will then review and approve vouchers for payment and submit such vouchers directly to the Pierce County Treasurer for payment.

#### **B. \$1,000 and less than \$5,000**

In accordance with District purchasing policies, the Executive Director shall be authorized to issue purchase order numbers to vendors, review and approve invoices. The Executive Director and the **Financial Office of the Board of District Commissioners** or in his or her absence either the President or Clerk of the Board of District Commissioners will then review and approve vouchers for payment and submit such vouchers directly to the Pierce County Treasurer for payment.

#### **C. \$5,000 and less than \$15,000**



In accordance with District purchasing policies, the Executive Director and the **Finance Officer of the Board of District Commissioners** or in his or her absence either the President or Clerk of the Board of District Commissioners shall authorize any purchase in this amount through a signed purchase order. The vendor will then issue an invoice for services rendered. Following delivery of the purchased item or work and inspection, the Executive Director shall approve the invoice. A voucher is then issued and authorized by signature of the Executive Director and the Finance Officer of the Board of District Commissioners or in his or her absence either the President or Clerk of the Board of District Commissioners. These authorized vouchers must be approved by the Key Peninsula Metropolitan Park District Commission for payment. Vouchers approved by the District Commission are submitted to the Pierce County Treasurer for payment.

### **13.5 Competitive bidding purchases**

#### **A. \$15,000 and less than \$25,000**

In accordance with District purchasing policies, the Executive Director the **Finance Officer of the Board of District Commissioners** or in his or her absence either the President or Clerk of the Board of District Commissioners shall authorize any purchase in this amount through a signed purchase order. The vendor will then issue an invoice for services rendered. Following delivery of the purchased item or work and inspection, the Executive Director shall approve the invoice. Upon approval of an invoice, a voucher then is issued and authorized by the Executive Director and the **Finance Officer of the Board of District Commissioners** or in his or her absence either the President or Clerk of the Board of District Commissioners for submittal to the Key Peninsula Metropolitan Park District Board of Commissioners for approval. Vouchers approved by the District Commission are submitted to the Pierce County Treasurer for payment.

#### **B. \$25,000 or more**

In accordance with District purchasing policies, the Key Peninsula Metropolitan Park District Board of Commissioners shall first approve any contract award for purchase by resolution. Following contract award and the issuance of a signed purchase order, the vendor will issue an invoice for services rendered. Upon delivery of the

purchased item or work and inspection, the Executive Director shall approve the invoice. Upon approval of an invoice, a voucher then is issued and authorized by the Executive Director and the **Finance Officer of the Board of District Commissioners** or in his or her absence either the President or Clerk of the Board of District Commissioners for submittal to the Key Peninsula Metropolitan Park District Board of Commissioners for approval. Vouchers approved by the District Commission are submitted to the Pierce County Treasurer for payment.

## **Section 14.**

### **Purchasing Cards**

#### **14.1 Issuance, use and control of purchasing cards**

The District Commission hereby adopts the following system for the issuance, use and control of purchasing cards by District officials, and employees accordingly. The Executive Director shall implement the following system for managing the distribution, use, control, credit limits and payment of bills related to the use of credit cards by District officials and employees. The Executive Director is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.

#### **14.2 Distribution**

The Executive Director may obtain and carry a credit card for use when the purchasing card use would benefit the District.

#### **14.3 Authorization and control**

The **Accounting/Office Specialist** at the direction of the Executive Director shall manage the accounting controls to ensure the proper usage of purchasing cards and purchasing card funds.

#### **14.4 Credit limit**

The credit limit for the card issued to the Executive Director shall not exceed \$2,500.

#### **14.5 Transaction limit**

The single transaction limit shall be \$1,000. A transaction may not be split to avoid transaction limits.

#### **14.6 Preferred uses of purchasing card**

The use of a purchasing card will benefit the District when used instead of petty cash and when the purchasing card is used

for purchasing of operating supplies, also business related to travel in lieu of using the purchase order process and in accordance with the policies contained within this section.

**14.7 Payment of purchasing card bills**

The Accounting/Office Specialist shall establish and implement a written procedure for the payment of all purchasing card bills.

**(Obtain procedure and list here.)**

**14.8 Unauthorized charges and use**

No employee of the District shall use the District issued purchasing card for non-District business. Any employee who violates this policy shall be subject to disciplinary action and shall be billed for all charges on the purchasing card. The Executive Director or his or her designee is authorized and directed to make payroll deductions to recover any unauthorized charges.

**14.9 Lost or stolen purchasing cards**

The Cardholder will first immediately contact the Card Issuer, then notify the Accounting/Office Specialist.

**14.10 Cash advances**

Cash advances on purchasing cards are prohibited.

**14.11 Return of purchasing card at employment termination**

The Cardholder must return purchasing card to their supervisor upon termination of employment.