

Key Peninsula Metro Park District
Dba Key Pen Parks
PO Box 70
Lakebay, WA 98349

Proposal No. R2008-03

Resolution No R 2008-03

**A RESOLUTION OF KEY PEN PARKS,
ESTABLISHING A CREDIT CARD POLICY AND PROCEDURE**


Whereas Key Pen Parks does not have a written Credit Card Policy and Procedure in place for employees


Whereas Key Pen Parks desires to implement a credit card policy and procedure for the issuing and use of credit cards for staff for the purpose of allowing staff the ability to transact official park business.

NOW THEREFORE, BE IT RESOLVED, the Board of Park Commissioners for Key Pen Parks establishes a Credit Card Policy and Procedure 2008-01.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 14TH day of April, 2008.

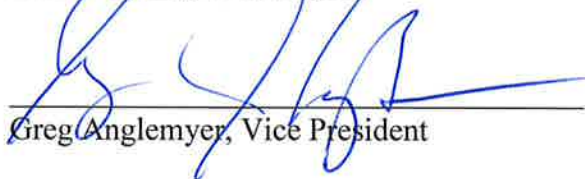
Attest:


Elmer Anderson, President


Kip Clinton, Clerk


Bruce Nicholson, Member at Large

Key Pen Parks
Board of Commissioners
Pierce County, Washington


Greg Anglemyer, Vice President


Ross Bischoff, Member at Large

KEY PENINSULA METROPOLITAN PARK DISTRICT

CREDIT CARD

POLICY AND PROCEDURE

1. PURPOSE

1.1. To create a policy on the use of District credit cards to transact official Parks business

2. REFERENCES:

2.1. RCW 43.09.2855

3. POLICY AND PROCEDURE:

3.1. The District Commissioners authorize the Executive Director to implement policy for the use, distribution, authorization and control of District credit cards.

3.2. USES: The Executive Director authorizes the use of District credit cards for the following uses.

3.2.1. Travel – Credit cards may be used by Parks employees when in travel status on official Parks business for hotel, parking, ferry, taxi, meal costs, gas, and emergency Parks vehicle repairs in accordance with the amounts allowed by Executive Director.

3.2.2. Registrations – Credit cards may be used by Parks employees for conferences registrations, training classes related to official Parks business, only after approval from the Executive Director.

3.2.3. Purchases – Credit cards may be used by Parks employees for ordering supplies under \$500.00, for Parks purposes, when approved by Executive Director.

4. **DISTRIBUTION:** The Executive Director will request credit cards for staff that He/She identifies as needing a District credit card to perform their work duties.

5. **AUTHORIZATION:** The Executive Director will authorize employees to have cards issued in their name.

6. **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. The Executive Director 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.

7. **SELECTION:** The Executive Director will choose the credit card provider for the District.

8. **PAYMENT:** The Executive Director or His/her Designee will ensure timely payments and processing of all credit cards bills presented.

9. **ISSUANCE:** The Executive Director or His/her Designee will ensure cards are not issued until a Credit Card User Agreement is signed by the employee.

9.1. Executive Director will approve their employee's Credit Card

9.2. Executive Director or His/her Designee is responsible for collection District credit cards if their employee leaves Key Peninsula Metropolitan Park District.

9.3. Executive Director or His/her Designee will report all lost or stolen credit cards immediately.

10. **ENSURE PROPER USE:** The Executive Director or His/her designee will ensure that all cards are used in accordance with this policy. Any misuse will be reported to the Executive Director or District Commissioners.

10.1. Credit cards may not be used for cash advances.

10.2. Credit cards may not be used for personal purchases.

10.3. District credit cards may not be used to purchase services (i.e. consultant fees, window washing, temporary help, personal equipment repairs, ect.).

11. EMPLOYEES USE OF CREDIT CARD: Employees authorized to use District credit cards are responsible for providing all necessary documentation, required by the Executive Director or His/her Designee to process payment on a timely basis.

11.1. Employees will submit 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.

11.2. Employees will submit delivery receipts no later than two (2) business days after the date merchandise is received.

11.3. Employees will document Internet purchases, by printing out the purchase confirmation page from the vendor's website.

11.4. Employees will document phone purchases, by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, and flyer ECT.).

11.5. 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.

12. VIOLATION AND MISUSE:

12.1. Any exceptions to this policy must be approved by the Executive Director or Park commissioners.

12.2. The Executive Director or Park Commissioners will disallow use of the District credit cards by any employee for violation or misuse of the credit card in accordance with this policy.

12.3. In cases of substantial misuse or violation of District credit card the Executive Director or Park Commissioner may enforce a suspension or termination at his/her discretion.

Attachment A

CREDIT CARD USER AGREEMENT

I, (PRINT NAME) _____, as an employee of Key Peninsula Metropolitan Park District, accept personal responsibility for the safeguard and proper use of District 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 District credit card for the following purposes:

- ❖ Travel costs when on official Parks business, for hotel, parking, ferry, taxi, meal cost, gas, and emergency park vehicle repairs in accordance with the amounts allowed.
- ❖ Conference registrations related to official parks business, only after approval from the Executive Director.
- ❖ Ordering supplies under \$500.00, related to my job, when authorized by the Executive Director.
- ❖ Purchasing supplies needed to perform my job duties or for park business, when authorized by the Executive Director.

I will NOT use the District credit card for any inappropriate purpose. Inappropriate purposes consist of the following:

- ❖ Cash advances
- ❖ Personal purchases.
- ❖ Purchases service.
- ❖ Pay other invoices or statements.
- ❖ Any purpose not specifically authorized by the credit card policy.

I will provide all necessary documentation to the Executive Director or His/hers designee within the time specified:

- ❖ 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 ect.)

I understand the Executive Director will disallow my use of District credit cards for violation or misuse of the credit card and/or the use of District credit card policy. Substantial misuse or violation of District credit card may result in suspension or termination at the Executive Directors discretion.

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 District credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

Employee Signature _____ Date _____

Executive Directors Signature _____ Date _____

