Key Peninsula Metropolitan Park District
Dba Key Pen Parks

Resolution No R 2014-12

A RESOLUTION OF THE BOARD OF COMMISSIONER'S OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING UPDATED CREDIT CARD POLICIES AND PROCEDURES

WHERAS, RCW 43.09.2855 authorizes the use of credit cards by local government entities upon adoption by the governing body of policies and procedures regarding use; and

WHEREAS, the Key Peninsula Metropolitan Park District ("Key Pen Parks") desires to adopt updated policies and procedures regarding the use of credit cards;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF KEY PEN PARKS HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolutions Numbers R2005-04 and R2008-03 are hereby repealed.

Section 2. The credit cards policies and procedures attached hereto as Exhibit 1 are hereby adopted.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at Volunteer Park Annex this 12th day of May, 2014.

Attest:

Key Pen Parks
Board of Commissioners
Pierce County, Washington

Bill Trandum, President

Mark Michel, Vice President

Kip Clinton, Clerk

Edward Robison Member-at-Large

John Kelly, Member-at-Large

KEY PEN PARKS
CREDIT CARD
POLICY AND PROCEDURE
Updated May 2014 R2014-12

Resolutions Numbers R2005-04 and R2008-03 are hereby repealed.

PURPOSE
The purpose of this provision shall be to set forth the policy of Key Pen Parks, for the use of credit cards by employees. This policy 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 (Key Pen Parks) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user or cards issued for use by Key Pen Parks with a specific vendor.

Issuance, use and control of credit cards
Key Pen Parks adopts the following system for the issuance, use and control of credit cards by employees.

A. The Executive Director is authorized to obtain Key Pen Parks 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 Key Pen Parks employees.

1. Issuance and Use. Credit cards may be issued to Key Pen Parks and used by authorized 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 Key Pen Parks. Each card imprinted with the name of an individual must be "signed for" by that individual using the Key Pen Park's card user agreement. (attachment A)
2. Authorization and Control. Upon authorization from Key Pen Parks Executive Director or designee, employees may obtain a credit card from the Administrative Assistant who shall maintain a ledger of individuals receiving credit cards, including the date the card was received. The Executive Director shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse. (Monthly Credit Card Report Form attachment B)
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 Executive director or his designee shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
5. Unauthorized Charges. No employee shall use Key Pen Parks-issued credit card for non –Key Pen Park business purposes. No charge(s) shall exceed amounts established and available in Key Pen Parks' budget.
6. Prohibited Uses. Cash advances on credit cards are prohibited.

B. Expenses incident to authorized travel may be charged to a Key Pen Parks -issued credit card provided the employee returns to Key Pen Parks with credit card receipts in accordance with Key Pen Parks 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 Key Pen Parks' policy, such charge must be repaid to Key Pen Parks with Key Pen Parks having the right to withhold funds payable to the employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a Key Pen Parks credit card may result in disciplinary action up to and including termination and legal action.

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

E. Key Pen Parks Executive Director is authorized to adopt any additional rules or policies necessary to implement the provisions of this financial policy.

Attachment A

CREDIT CARD USER AGREEMENT

I, (PRINT NAME)_____, as an employee of Key Pen Parks, accept personal responsibility for the safeguard and proper use of Key Pen Parks 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 Key Pen Parks 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 $1000.00, related to my job,

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 on form for attachment B:

- 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)

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_____