

RESOLUTION NO. 895

A RESOLUTION adopting a policy for the use, distribution and control of credit cards for the purchase of equipment and supplies.

WHEREAS, RCW 43.09.2855 authorizes local governments to use credit cards for official government purchases and acquisitions, and

WHEREAS, such statute requires the legislative body to adopt a system for the distribution of the credit cards, the authorization and control of the use of credit card funds, the credit limits available on the credit cards, payment of the bills, and other rules necessary to implement or administer the system, and

WHEREAS, the Council of the City of Camas desires to authorize the use of credit cards and to adopt a credit card use policy,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Camas that the purchasing card use policy attached hereto as Exhibit "A" and by this reference incorporated herein is hereby adopted as the City's policy for the use of credit cards by city employees for official government purchases and acquisitions.

ADOPTED by the Council at a regular meeting this 24th day of April, 2000.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

[Signature]
City Attorney

City of Camas

Purchasing Card Use Policy

Purpose

This document sets forth the policy of the City of Camas for the use, distribution, authorization, and control of purchasing cards.

Authorization and Use

The Finance Director is authorized to be the Purchasing Card Manager for this program and will designate card custodians to oversee the safekeeping and use of the cards assigned to their department. Custodians are required to have a working knowledge of all applicable policies, rules, and guidelines of the purchasing card program and city purchasing procedures.

The Purchasing Card Manager is responsible for establishing purchasing card limits for each card, advising the card custodians of all applicable limits, and ensuring the proper card usage by the departments. Card custodians shall ensure timely reconciliation of the charge slips with the monthly billing statement and remit receipts to the Finance Department for payment processing.

All purchasing cards shall bear the City of Camas logo. Card custodians will be accountable and responsible for the cards issued to their departments and may designate employees within their department to use the credit card to purchase specific items. The card custodian is responsible to:

- Ensure that all purchases are appropriate and no prohibited items have been purchased;
- Track and monitor the use of the purchasing cards to ensure compliance with this policy and established procedures;
- Act on non-compliance or violations of card policies and procedures. Non-compliance of procurement card policies and procedures could result in the loss of card privileges for the department involved;
- Review the purchases made by the cardholders in the department and approve payment to the service provider;
- Notify the Purchasing Card Manager immediately of a lost or stolen card.

Purchasers shall maintain security of the purchasing card while in their custody and immediately return the purchasing card, charge receipts, and sales tickets to the custodian upon completion of any purchasing activity.

**City of Camas
Purchasing Card Use Policy**

The Purchasing Card Manager will establish credit limits available on the credit cards. A transaction will be rejected if the card reaches the control limit set for the card. All transactions are approved or denied based on the following card authorization criteria:

- Number of transactions allowed per day;
- Number of transactions allowed per purchasing period;
- Single purchase transaction limit;
- Spending limit per purchasing period;
- The type of supplier (Merchant Category Code).

No cash advances on purchasing cards are allowed under any circumstances. All purchases must be for the purpose of and benefit to the City of Camas. Purchase of fuel on the purchasing card is not allowed; a separate gas card is available to ensure a deduction to the City of federal gas taxes. The Purchasing Card Manager may implement any required audit on the receipt and disposition of goods.