

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION 17-2009

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH
WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, ADOPTING A POLICY
FOR CREDIT CARD USAGE**

WHEREAS, the North Beach Water District (District) is a political subdivision of the State of Washington formed under Title 57 RCW; and

WHEREAS, the Board of Commissioners, pursuant to RCW 43.09.2855, shall 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; and payment of the bills.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF NORTH BEACH
WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, HEREBY RESOLVES AS
FOLLOWS:**

Section 1. That the District hereby adopts "Policy Regarding Credit Card Usage" attached hereto this resolution as "Exhibit A"

ADOPTED by the Board of Commissioners of North Beach Water District, Pacific County, Washington at its regular meeting held on 20th day of July, 2009.



Brian Sheldon, President



R D Williams, Commissioner



Gwen Brake, Secretary

Exhibit A

NORTH BEACH WATER DISTRICT POLICY REGARDING CREDIT CARD USAGE

A. Purpose:

In accordance with RCW 43.09.2855 the North Beach Water District (District) establishes the following policy for use of District credit/purchase cards for its Board of Commissioners (Board) and Employees. The District finds that:

1. The use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.
2. It should consider and use credit cards when appropriate.
3. It may contract for issuance of the credit cards.

B. Distribution of the credit cards:

The following employees shall be issued a District credit card: General Manager (VISA), Office Manager (American Express) and any other employee that the Board deems having job responsibilities that would benefit from, or otherwise be facilitated by, the use of a credit card.

C. The authorization and control of the use of credit card funds:

Receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the Office Manager. The Office Manager will:

1. Verify all credit card expenditures against the monthly transaction summary.
2. Sign the transaction summary.
3. Attach corresponding District credit card receipts and corresponding detail receipts which show exactly what was being purchased.
4. Forward to the Board for approval.

D. The credit limits available on the credit cards:

The credit limit for the VISA card shall be \$5,000 and the American Express card shall be \$5,000.

E. Payment of the bills:

Invoices and supporting documents for payment of credit cards shall be presented to the Board at its regularly scheduled monthly meeting. Upon approval by the Board, the Office Manager shall submit the credit card invoices to the District's treasurer/auditor for payment. If the expenditure is not approved, the card-holder is responsible for reimbursing the District for the expenditure.

F. Other rules necessary to implement or administer the system.

Credit cards may not be used for personal purposes or for cash advances. Credit cards may be required to be immediately surrendered if used in a manner inconsistent with this policy or State and Federal law. Any benefits or bonuses, such as miles, cash back, or points, resulting from the use or possession of the credit cards are the sole property of the District. Any exceptions to this policy must be approved in advance by the Board.