

**WEST SOUND UTILITY DISTRICT
RESOLUTION 791-18**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING REVISIONS TO THE DISTRICT'S CREDIT CARD
POLICY**

WHEREAS, West Sound Utility District adopted credit card policy (Resolution 263-11) on March 7, 2011; and revised the policy (Resolution 478-14) February 3, 2014; and

WHEREAS, West Sound Utility District uses a District credit card for travel and certain purchases; now

THEREFORE THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

A. The District Credit Card policy is as follows:

1. The District shall participate in the Western States Contracting Alliance (WSCA) Program used by the State of Washington and shall be a signatory of State Contract 03907 for a charge card (purchasing card).
2. The General Manager is responsible for ensuring compliance with the charge card requirements and delegating and authorizing the Program Administrator to oversee the District's credit card program.
3. The Finance Manager ~~or Assistant Finance Manager~~ is designated as the Program Administrator and is also responsible for submission of payments to the charge card contractor. The Program Administrator is responsible for establishing the proper accounting records to ensure a satisfactory audit trail.
4. The following individuals are card custodians and may be assigned credit cards: Commissioners and the General Manager. ~~Customer Service Manager, Finance Manager, Operations Manager, IT Manager and Plant Manager.~~
5. There shall be a credit cards for departmental general use (SKWRF, Operations, WSUD General Expense and Travel Expense) and managed by the Program Administrator. ~~A Separate cards shall also be available for travel by District employees.~~
6. The billing cycle purchase limit is \$10,000 per card, unless specifically modified by the Board of Commissioners. The limit may be temporarily

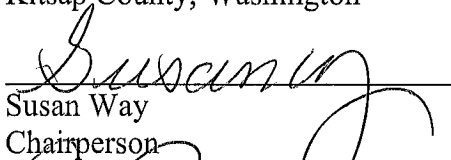
revised by the General Manager to accommodate purchases made under special circumstances such as emergency repairs, disaster responses and other infrequent or unusual situations.

7. The following controls are established
 - A. Purchases shall not be deliberately split to circumvent the purchasing limits.
 - B. The cards can only be used for official District business.
 - C. Personal purchases are not allowed.
 - D. The cards cannot be used for cash advances, under any circumstances.
 - E. Payment of invoices or statements.
 - F. Purchases where an open charge account would be utilized.
8. The travel credit cards are restricted to ~~may be used for~~ travel purchases.
9. Disapproved expenses shall be returned if possible or reimbursed by the employee who made the purchase.
10. Lost cards shall be reported to the Program Administrator immediately.
11. ~~Employees~~ Individuals assigned a District credit card shall return it upon termination of employment.

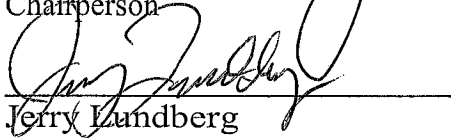
B. West Sound Utility District Resolution 478-14 is hereby repealed.

APPROVED and ADOPTED by the **Board of Commissioners of West Sound Utility District** at a regular scheduled meeting on December 17, 2018

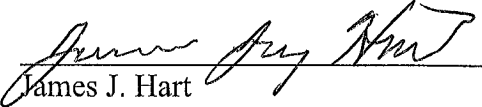
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Kitsap County, Washington



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