

ORDINANCE NO. 264

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES; AND DIRECTING THE FINANCE DEPARTMENT TO ADOPT RULES AND PROCEDURES TO IMPLEMENT SUCH SYSTEM.

WHEREAS, the City Council, upon the recommendation of the City's Finance Department, finds the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases, including emergency purchases, one-time purchases from vendors, and travel expenses; and

WHEREAS, the State legislature finds that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and

WHEREAS, RCW 39.58.180 provides that any city which contracts for the issuance and use of credit cards must adopt a system for the distribution, authorization, credit limits, payments and control of such credit cards;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Definition. As used in this ordinance, "credit card" means a card or device issued under an arrangement pursuant to which the issuer gives to a cardholder, the privilege of obtaining credit from the issuer.

Section 2. Issuance, use and control of credit cards. The City Council hereby adopts the following system for the issuance, use and control of credit cards by City officials and employees:

A. The Finance Department shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by City officials and employees.

1. **Distribution.** Credit cards may be checked out to those City officials and employees who will be incurring travel expenses that would be facilitated by the use of a credit card and the credit card would benefit the City. Credit cards may also be checked out for emergency purchases, or purchases from vendors who do not take purchase orders or offer credit accounts.

2. Authorization and control. The Finance Department shall develop the implementation guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.
3. Credit limits. The Finance Department shall set credit limits on each credit card issued. The credit limit shall not exceed \$2,000.00 without written approval of the City Manager.
4. Payment of bills. The Finance Department shall establish and implement a written procedure for the payment of all credit card bills.
5. Unauthorized charges. Any employee using a City-issued credit card for non-City business shall be billed for all charges on the credit card, and the City Manager or his/her designee is directed and authorized to make payroll deductions to recover any unauthorized charges. No employee shall use the City-issued credit card for non-City business use.
6. Cash Advances. Cash advances on credit cards are prohibited.

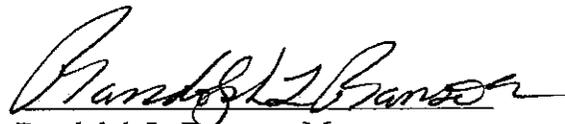
B. The Finance Department is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by State or Federal law or regulation, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective date and publication. This ordinance shall take effect and be in force five (5) days after passage and publication.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 12th DAY OF 2000.

June


Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

By: Sandra C. Steffler/CMC
Sandra C. Steffler/CMC
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: Leanne Jewell

FILED WITH THE CITY CLERK: Le-13.00
PASSED BY THE CITY COUNCIL: Le-12.00
PUBLISHED: Le-19.00
EFFECTIVE DATE: Le-24.00
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