

CITY OF LANGLEY

RESOLUTON NO. _____

**A RESOLUTION OF THE CITY OF LANGLEY,
WASHINGTON** adopting a Policy for the Use, Distribution and
Control of City Credit Cards.

WHEREAS, the state legislature has found that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency and local governments should consider and use credit cards when appropriate; and

WHEREAS, the state legislature adopted RCW 43.09.2855 to authorize local governments to use credit cards for official government purchases and acquisitions; and

WHEREAS, it is in the City's best interest to establish clear, uniform policies and guidelines for the use of such credit cards for City business;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
CITY LANGLEY** that:

Exhibit A, City of Langley Credit Card Policies and Procedures attached hereto and incorporated herein by this reference is hereby adopted.

Passed by the City Council of the City of Langley and approved by the Mayor at a regularly scheduled public meeting this ____ day of _____, 2008.

PAUL O. SAMUELSON, Mayor

ATTEST:

DEBBIE L. MAHLER, Clerk-Treasurer

APPROVED AS TO FORM:

GRANT WEED, City Attorney

City of Langley Credit Card Policy and Procedures

1. Purpose:

To authorize the City's Policy on use of City credit cards to transact official City business.

2. Employees Affected:

Mayor and Department Heads (Clerk-Treasurer, PW Director, Director of Community Planning, Chief of Police)

3. References:

City of Langley Resolution No. ___, RCW 43.09.2855

4. Policy:

A. The City Council has authorized the Mayor to implement procedures for the use of City credit cards for the following uses:

- a. Travel – Credit cards may be used by the above assigned individuals and by those employees authorized in writing by their Department Head in Section 2 for official business related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency City vehicle repairs, and other travel related expenses as authorized by the Mayor or Clerk-Treasurer. In addition the assigned individual may use the City credit card for conference and class registrations. Out of State travel and registrations require the Mayor's pre-approval.
- b. Purchases – The assigned credit cards may be used for ordering supplies, including on-line purchases for City purposes, when pre-approved by the department head.
- c. Credit Limit – The credit limit for each assigned City credit card shall be \$2,500.
- d. City credit cards shall not be used for cash advances or personal purchases.

5. Procedures:

Authorization: All credit card expenditures are contingent upon the City Clerk-Treasurer's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, (for instance, not within the departmental budget or questionable use) the assigned credit card holder will be responsible for reimbursing the City.

Receipts/Verification: 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 assigned individual, or designee. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance office and within five days, will

- verify all credit card expenditures against the monthly transaction summary;
- sign the transaction summary;
- attach corresponding City credit card receipts and corresponding detail receipts which show exactly what was being purchased; and
- return it to the Finance department for approval.

Control:

- A. The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
- B. The Clerk-Treasurer is responsible for administration of the cards to include, but not limited to: selection of card provider, payment of credit card bills, managing the issuance of cards, and ensuring proper use.
- C. The Mayor will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
- D. Assigned individuals will sign a Credit Card User Agreement (Attachment A) before they are eligible to use it.
- E. Credit cards are to be returned to the City immediately upon ending employment with the City.

Attachment A
City of Langley Credit Card User Agreement

I, _____, as an employee of the City of Langley accept personal responsibility for the safeguard and proper use of City credit card No. _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- Credit cards are to be used solely for travel related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only, with the exception that the Clerk-Treasurer may charge the cost of travel expenses for Council Members on her assigned card.
- Credit cards may be used for purchasing department supplies with pre-approval by the assigned card holder (Department Head).

I have read and understand the credit card policies and procedures.

I understand the Mayor will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

_____ Date _____

Witnessed by: _____ Title: _____