

Port of Port Angeles

Port Angeles, Washington

Commissioners' Resolution No. 13-1058

A RESOLUTION GOVERNING THE ISSUANCE OF CHARGE CARDS AND THE PAYMENT OF CHARGE CARD EXPENSES FOR TRAVEL AND OTHER BUSINESS EXPENSES.

WHEREAS, Commissioners and employees of the Port of Port Angeles routinely are engaged in official activities on behalf of the Port, and

WHEREAS, the use of charge cards is a customary and economical business practice to improve cash management and accountability, reduce costs, and increase efficiency, and

WHEREAS, RCW 43.09.2855, which provides for the use of charge cards by municipal corporations, requires the legislative body to adopt a system that provides for the distribution of charge cards, authorization and control of the use of charge card funds, credit limits, payment of bills, and any rule necessary to implement and administer the system;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Port Executive Director is authorized to contract for issuance and use of Port charge cards, including establishing policies and procedures, pursuant to RCW 43.09.2855 and RCW 53.08.176 as presently codified or hereafter amended.
2. Port Commissioners and employees are expected to exercise prudent judgment when incurring expenses on Port charge cards. Charge cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such cards by Port employees or others.
 - a. Type of Use – Charge cards must be used for official Port business only, and may include the purchase of goods and services and travel expenses. Use of charge cards shall comply with applicable Port resolutions, policies, and procedures regarding travel, business expenses, and promotional hosting.
 - b. Personal/non-Port charges – Any personal charges on Port credit cards by Port commissioners or employees constitute a lending of the Port's credit, and thus are strictly prohibited. Any personal/non-Port charges will establish a lien against the employee's salary for the disallowed charges. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

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- c. Documentation – A fully itemized expense claim shall be submitted within 30 days of the billing date. If the charge card is used for travel, then a travel expense claim form shall be submitted.
 - d. Credit Limit – The Executive Director or Finance Director will set the single transaction limit and the monthly transaction limit for each charge card based on the needs of the Port. In no case will the monthly limit exceed \$10,000.
 - e. Administration – The Executive Director or his/her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this resolution.
3. Paragraph 4 of Commissioners' Resolution No. 713, adopted May 9, 1994 and pertaining to the same subject matter as this resolution is hereby repealed.

ADOPTED this 11th of February, 2013.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


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Paul L. McHugh, Vice-President


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