

# Kitsap 911 Public Authority

## Resolution 2016-011

### Authorizing Use of Purchase Cards.

**WHEREAS**, on April 25, 2016 the Board of County Commissioners adopted ordinance 532-2016 enacting chapter 2.110 of the Kitsap County code (the “Ordinance”), creating the Kitsap 911 Public Authority; approving a charter therefor; establishing a Board of Directors to govern the affairs of Kitsap 911; and providing how Kitsap 911 shall conduct its affairs; and

**WHEREAS**, Kitsap 911 (the “Authority”) is a public corporation organized pursuant to RCW 35.21.730; and

**WHEREAS**, the Board of Directors has appointed an Executive Committee and delegated certain powers and authority to the Executive Committee in accordance with article VI of the Bylaws; and

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

**WHEREAS**, RCW 43.09.2855 establishes the conditions under which the Authority may authorize the use of purchase cards for official government purchases and acquisitions; and

**WHEREAS**, RCW 42.24.115 establishes the conditions under which the Authority may authorize the use of purchase cards for the purposes of covering expenses incident to authorized travel.

**NOW, THEREFORE, BE IT RESOLVED** by the Kitsap 911 Executive Committee as follows:

**Section 1. Defenitions.** As used in this Resolution “Purchase Cards” means a card, device, or authorization issued pursuant to an agreement in which the issuer gives to the cardholder, the privilege of obtaining credit from the issuer. This includes General purpose credit, debit, prepaid, and merchant cards, as well as other forms of credit accounts regardless of whether a physical card or device is issued or not.

**Section 2. Authorization.** The Board authorizes the use of purchase cards. The Executive Director and Finance Manager shall implement a system for the distribution, authorization and control, credit limits, and payment of bills related to the use of purchase cards or accounts subject to the following provisions:

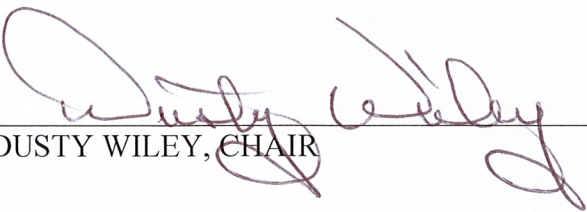
- A. Authorization and Control. The Executive Director and Finance Manager shall develop and implement policies, procedures, and accounting controls to ensure the proper use of credit cards, and payment of purchase card bills. Kitsap 911 policies, procedures, and accounting controls will conform to the requirements of RCW 42.24.080, 42.24.115, 42.24.180, and 43.09.2855, as well as any additional requirements imposed by the Washington State Auditor's Office or Kitsap County Treasurer's office.
- B. Cash Advances Prohibited. Using purchase cards for cash advances or withdrawals, regardless of the purpose is prohibited.
- C. Credit Limits. The Executive Director shall set credit limits on each purchase card issued. The maximum credit limit for general purpose credit cards assigned in the Authority's name may not exceed \$20,000. The maximum credit limit for all other purchase cards may not exceed \$5,000 without the approval of the Executive Committee.
- D. Distribution. Purchase Cards may be distributed to those officials and employees who, in the opinion of the Executive Director, have job responsibilities which would benefit from or otherwise be facilitated by the use of a purchase card.
- E. Personal Use Prohibited. Authority purchase cards may only be used for Authority business. Personal use, even if the purchase is reimbursed prior to the date the bill becomes due is prohibited by law.
- F. Unauthorized Charges. Any employee or official using an Authority issued purchase card for non-Authority business shall be billed for all unauthorized charges. The Finance Manager is authorized to make payroll deductions and/or initiate other collection processes to recover any unauthorized charges, together with an assessed penalty and interest. Charges which are not properly identified and documented shall be considered unauthorized charges.

**Section 3. Severability.** If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

**Section 4. Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

**MOVED AND PASSED** at a special meeting of the Kitsap 911 Executive Committee on September 28, 2016 of which all Directors were notified and a quorum was present.

**KITSAP 911 EXECUTIVE COMMITTEE  
OF THE BOARD OF DIRECTORS**

  
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DUSTY WILEY, CHAIR

ATTEST:

  
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Richard A. Kirton, Executive Director