

**RESOLUTION NO. 2016-15**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTHWEST  
SUBURBAN SEWER DISTRICT, KING COUNTY, WASHINGTON, AMENDING  
POLICY ON USE OF CREDIT CARDS BY THE DISTRICT**

WHEREAS, the District established a policy related to the use of credit cards in Resolution 2004-32 and Section XVI - Credit Card Policy of the Administrative Procedures and Guidelines for the Personnel Rules and Regulations of Southwest Suburban Sewer District.

WHEREAS, the District personnel, organization and needs have changed since the adoption of said Resolution, and

WHEREAS, the General Manager and Department Heads of Operations Supervisor, Maintenance Supervisor, Sewer Department Supervisor and Development and Emergency Management Supervisor periodically have need to use a credit card in the course of their responsibilities, and

WHEREAS, providing credit cards to department heads will enhance record keeping and accountability, and

WHEREAS, the Board of Commissioners wishes to amend the credit card policy to reflect current needs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:


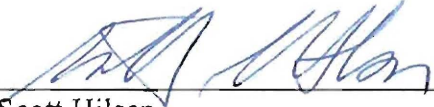
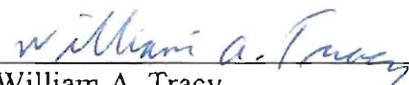
1. One each of the District's VISA credit cards shall be under the control of, respectively, the General Manager and the Departments Heads of each of the departments.
2. The General Manager is authorized to make purchases necessary for District operations up to the credit limit of \$10,000.00.
3. Credit card purchases by the General Manager in excess of \$10,000.00 is prohibited.
4. The Department Heads are authorized to make purchases necessary for District operations up to the credit limit of \$2,500.00.
5. Credit card purchases by the Department Heads in excess of \$1,000.00 must have written or email pre-approval by the General Manager.

6. Credit card purchases by the Department Heads in excess of \$2,500.00 are prohibited.
7. Credit cards may be used to pay for meals, hotels and travel and for fees and expenses related to attendance at educational conferences and seminars.
8. Credit cards may be used for purchasing items for which payment is needed sooner than King County can prepare warrants.
9. The original credit card receipt must be submitted to the accounting department within three days of making an authorized expenditure or purchase.
10. The original receipt for food purchases must show actual food and beverage purchased, a listing of those in attendance and the purpose of the meeting.
11. The General Manager shall review the monthly credit card invoices.
12. Control and use of District credit cards are the responsibility of the employee issued the card.
13. Lost or stolen credit cards must be reported immediately to the General Manager.
14. Personal use of District credit cards is strictly prohibited.
15. Employees will be subject to disciplinary action, up to termination, for any unapproved use or violation of this credit card policy.
16. Employees are encouraged to keep credit card purchases to a minimum and used only if there is no acceptable alternative.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, at a regular meeting thereof held this 5<sup>th</sup> day of July, 2016.

SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON


Individual Commissioners  
Vote on Resolution

In Favor of:	<input checked="" type="checkbox"/>	
Opposed:	<input type="checkbox"/>	Susan Genzale
Abstained:	<input type="checkbox"/>	President and Commissioner
In Favor of:	<input checked="" type="checkbox"/>	
Opposed:	<input type="checkbox"/>	Scott Hilsen
Abstained:	<input type="checkbox"/>	Vice President and Commissioner
In Favor of:	<input checked="" type="checkbox"/>	
Opposed:	<input type="checkbox"/>	William A. Tracy
Abstained:	<input type="checkbox"/>	Secretary and Commissioner

# CERTIFICATE

I, William A. Tracy, Secretary of the Board of Commissioners of Southwest

Suburban Sewer District, King County, Washington, DO HEREBY CERTIFY that the foregoing resolution is a true and correct copy of Resolution 2016-15 of said Board, duly adopted at a regular meeting thereof held the 5<sup>th</sup> day of July, 2016, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

  
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William A. Tracy  
Secretary of the Board of Commissioners  
Southwest Suburban Sewer District