

RESOLUTION NO. 464

**AUTHORIZING USE OF PROCUREMENT CARDS
FOR ACQUIRING GOODS AND SERVICES**

WHEREAS, Section I of SSB 5370 states that “the legislature finds that 1) the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and 2) local governments should consider and use credit cards when appropriate”, and

WHEREAS, the District has a need to conduct daily purchases for supplies and instructional materials, and

WHEREAS, the state auditor’s office has endorsed SSB 5370 which authorized and encourages use of credit cards (procurement card) to improve cash management, reduce costs, and increase efficiency, and

WHEREAS, documentation associated with proper procurement and card purchasing fulfills the documentation necessary for acceptable internal control, and

THEREFORE, BE IT RESOLVED, that the District’s Controller be instructed to establish a procurement card system, and

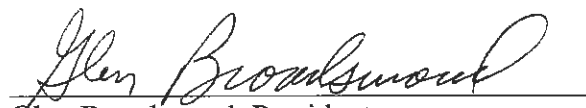
BE IT FURTHER RESOLVED, that a credit limit for authorized use by approved District employees shall not exceed \$2,500 per card, and

BE IT FURTHER RESOLVED, that if, for any reason, disallowed charges are not repaid by the cardholder before the charge card billing is due and payable, the District shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the procurement card, and

BE IT FURTHER RESOLVED, that the Board of Commissioners shall authorize the Manager to revoke use of any procurement card issued under this section, and

BE IT FURTHER RESOLVED, the procedures adopted and/or any further revisions thereto, shall apply to all procurement cards authorized for this resolution.

ADOPTED BY THE BOARD OF COMMISSIONERS of EAST WENATCHEE WATER DISTRICT, Douglas County, Washington, at a regular meeting thereof held this 15th date of December, 1997.


Glen Broadsword, President

ATTEST:


Mike McCourt, Secretary
/sr