

SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON



CO00036737

ORDINANCE NO. 08-163

RELATING TO COUNTY CREDIT CARDS;
AMENDING SNOHOMISH COUNTY CODE CHAPTER 4.03

WHEREAS, Chapter 4.03 of the Snohomish County Code ("SCC" or "Code") authorizes the director of the department of finance to implement a system of credit card usage; and

WHEREAS, Chapter 4.03, section 4.03.010(5) establishes a card limit for travel and a card limit for purchases; and

WHEREAS, the current card combines both travel and purchases; and

WHEREAS, it would be in the county's best financial interests to allow the finance director to establish limits on a case by case basis to maximize rebate revenues and to provide continuity of operations in the event of certain emergency conditions; and

WHEREAS, finance department staff have the ability to immediately control individual card limit increases/decreases/suspensions and authorized vendor types;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Chapter 4.03, last amended by Ordinance No. 05-017 on May 11, 2005, is amended to read:

4.03.010 Credit card policy

The director of the department of finance shall implement the following system for the authorization, distribution, control, implementation and administration of credit cards by county officers and employees:

(1) Credit cards may be distributed to those county officers and employees who, in the opinion of the director, have job responsibilities that would benefit from, or otherwise be facilitated by, the use of a credit card;

(2) Credit cards may not be used for personal purposes or for cash advances unless unusual circumstances require the use of the credit card and advance approval is obtained from the department head;

(3) Credit cards may be required to be immediately surrendered if used in a manner inconsistent with county code or county policies or procedures;

(4) The director of finance shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds including compliance with the County's current purchasing policies and procedures;

(5) The director of finance shall set credit limits on each credit card issued, based upon evidence of need as demonstrated by the requesting department (~~PROVIDED, That in~~

no event shall the credit limit for any individual travel credit card exceed \$12,000 and, PROVIDED FURTHER, That in no event shall the credit limit for the purchase card of any individual department exceed \$50,000)); and

(6) The director of finance shall establish and implement a written procedure for the payment of all credit card bills.

PASSED this 4th day of February, 2009.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

John Cooper
Chairman

ATTEST:

Kathryn Prater
Clerk of the Council

- APPROVED
 EMERGENCY
 VETOED

DATE: 2/10/09

for County Executive

ATTEST:

Core E. Salmer

MARK SOINE
Deputy Executive

Approved as to form only:

Geoff W. [Signature] 7/15/08
Deputy Prosecuting Attorney

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ORDINANCE NO. 08-163

AMENDING SNOHOMISH COUNTY CODE CHAPTER 4.03, CREDIT CARDS

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