



CREDIT CARD POLICY: ISSUANCE, USE, AND CONTROL OF CREDIT CARDS

As of November 8, 2018

The following rules and regulations shall constitute the guidelines of Manson Park & Recreation District for the issuance and control of credit cards for use by officers and employees.

- 1) Contract. Per RCW 43.09.2855, Manson Park & Recreation District is authorized to contract for the issuance of credit cards with a bank or credit card company for the purpose of covering expenses incidental to authorized travel and official governmental purchases.
- 2) Distribution. Credit cards will be issued to individual employees only after signing a Credit Card User Agreement (attachment A). Cards not in an employee's possession will be stored in the office safe. A check-out form will be maintained and kept in the office safe. Any changes in card name must be immediately communicated to the contract bank or credit card company.
- 3) Authorization and Control. The Director is responsible for administration of cards including, but not limited to, payment of credit card bills, issuance of cards, ensuring proper use, and contacting vendors when goods or services purchased with the card are not acceptable. Misuse or violation of card policy may result in disciplinary action, termination, or legal action.
 - Authorized expenses include:
 - 1) Authorized travel expenses: Credit cards may be used by employees for official business-related expenditures. Approved expenses include hotel, conference and training registration, parking, ferry, taxi, meals, gas, airline tickets, emergency park vehicle repairs, and other travel-related expenses incurred during approved park-related travel.
 - 2) Purchases: The assigned credit cards may be used for purchasing supplies both in person and online.
 - Unauthorized purchases include:
 - 1) Cash advances
 - 2) Payment of invoices or statements
 - 3) Purchases where an open account would be utilized, unless timely payment of said account is not feasible.
 - 4) Personal purchases of any kind.

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3) Authorization and Control (Continued).

- User agreement:
 - 1) Assigned individuals will sign a Credit Card User Agreement (Attachment A) prior to receiving a card.
 - 2) Cards are to be returned to the District's possession immediately upon end of employment with Manson Park & Recreation District.
 - 3) Documentation must be provided for each charge. Failure to provide receipts or other detailed documentation will result in the user paying for said charge.

4) Credit Limits. The Board of Commissioners shall set credit limits on each card issued. The credit limit shall not exceed \$3,000.00 without Board approval. The overall credit limit for the municipality shall not exceed \$5,000.00.

5) Payment of Bills.

- Authorization: All credit card expenditures must be verified prior to payment. Any unapproved expenses will be paid by the employee responsible for the charge.
- Receipts and verification: All credit card receipts shall be submitted to the Secretary within 10 days of expense date or completion of travel. Travel receipts must include the name of the person travelling, and the reason for travel. The Secretary will transfer receipts to the Director for payment.
- Payment: Itemized charges will be added to the monthly expense voucher for approval by the Board at a regular or special meeting. The Chelan County Treasurer will issue a check, which is to be immediately sent to the bank or credit card company. If the statement due date does not coincide with the voucher date, payment of the credit card may be made by issuing a check from the revolving account. This may be necessary on occasion to avoid late fees or finance charges.

6) Unauthorized Charges. No employee shall use a Manson Parks credit card for non-business expenses. Any employee using a Manson Park & Recreation District credit card for non-business expenses shall be billed for all unauthorized charges on the credit card. The Director or his/her designee is directed and authorized to make payroll deductions to recover any unauthorized charges.



CREDIT CARD USER AGREEMENT

I, _____, as an employee of Manson Park & Recreation District, accept personal responsibility for the safeguard and proper use of the District credit card which has been assigned to me for use in the performance of my job, in accordance with the terms below.

Credit cards are to be used solely by the assigned individual for the following approved expenses:

- Travel-related business expenses within and outside of Manson.
- Conference and class registrations.
- Purchase of goods or services necessary for park-related operations.

Receipts for purchase must be turned in to the Secretary within 10 days of purchase or completion of travel.

I have read and understand Manson Park & Recreation District's Credit Card Policy and Resolution 2018-06.

I understand that each time I use this credit card, I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the District's credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee Signature: _____ Date: _____

Last 4 digits of credit card assigned: _____