



Legislation Text

File #: 2009-0406, **Version:** 1

Clerk 07/02/2009

AN ORDINANCE relating to the use of credit cards for procurement of goods and services for King County purposes; and adding a new section to K.C.C. chapter 4.16.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 4.16 a new section to read as follows:

- A. The manager shall implement the following system for the authorization, distribution, control, implementation and administration of credit cards by officers and employees:
1. Credit cards may be distributed to those county officers and employees who, in the opinion of the manager, have job responsibilities that would benefit from, or otherwise be facilitated by, the use of a credit card;
 2. Credit cards may only be used for purchases or acquisitions the user would be authorized to make with county cash, purchase order, or voucher;
 3. Credit cards may not be used for cash advances;
 4. The manager shall develop and implement policies and procedures and accounting controls to ensure the proper usage of credit cards and credit card funds including compliance with county code and county purchasing policies and procedures;
 5. Credit cards may be required to be immediately surrendered if used in a manner inconsistent with county code or county policies or procedures;

6. The manager shall set credit limits on each credit card issued; and

7. The manager shall establish and implement a written procedure for the payment of all credit card bills.

B. The manager may adopt any additional policies and procedures the manager determines are necessary to implement, and are not inconsistent with, this chapter.