

**KING CONSERVATION DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 11-002

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING
CONSERVATION DISTRICT, KING COUNTY, WASHINGTON,
ESTABLISHING THE DISTRICT'S CREDIT CARD POLICY.

WHEREAS, the Board of Supervisors of the King Conservation District desires to establish a policy that governs the distribution and utilization of credit cards issued by the District to certain District employees at the Executive Director's discretion; now, therefore

BE IT RESOLVED by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

Section 1. Certain King Conservation District employees may receive a District-issued credit card imprinted with his/her name. The Executive Director will be responsible for making the designation. The cards are to be used only for District related business expenses. The intended purpose of this policy is three fold: 1) create a system with optimal security and timely accountability, 2) to simplify the purchasing and accounting procedures related to necessary District business expenses, 3) to minimize the need for employees to expend their personal monies when making District purchases, and 4) to eliminate the inconvenience to the employee from having to wait for expense reimbursement; and

Section 2. Every charge to a District credit card is a liability to the District and to the Executive Director who has signed the agreement. The new arrangement places responsibility directly on the named employee as well and thus better ensures that charges are accurately and timely accounted for and any problems addressed without delay. District credit cards are the property of the District and are to be returned to the Director of Administration upon termination of employment. Any purchase determined to be a misappropriation of District funds will result in the revocation of the credit card from the affected employee and may trigger further action. With the issuance of a personal card, the employee authorizes the District to deduct from the employee's payroll any credit card purchases by the employee determined to be a misappropriation of District funds or for which the employee has not submitted proper and timely receipts for charges; and

Section 2. The Executive Director, in consultation with the Director of Administration and senior District management, will impose dollar limits on each credit card relative to the usual and customary purchases an employee typically makes monthly. Dollar limits can be increased/decreased as appropriate. The Executive Director and Director of Administration will have real-time internet access to credit card purchase activity for monitoring, accounting and risk assessment management.

Section 5. All District resolutions, policies and procedures are hereby modified, amended and superseded to be in accordance with this Resolution.

ADOPTED by the Board of Supervisors at a regular open public meeting held on February 15, 2011.



Bill Knutsen, Chair

CERTIFICATE

I, Max G Prinsen, Auditor of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 11-002 of such Board, duly adopted at a regular meeting thereof held on February 15, 2011.

Max Prinsen
Max Prinsen, Auditor