

Non-Code

CITY OF REDMOND
ORDINANCE NO. 2578

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, ADOPTING A SYSTEM FOR THE
ISSUANCE, USE, AND CONTROL OF CREDIT CARDS
BY CITY OFFICIALS AND EMPLOYEES, AND
DIRECTING THE FINANCE DIRECTOR TO ADOPT
RULES AND PROCEDURES TO IMPLEMENT SUCH
SYSTEM

WHEREAS, the State Legislature has found that the use of
credit cards is a customary and economical business practice to
improve cash management, reduce costs, and increase efficiency;
and

WHEREAS, RCW 43.09.2855 authorizes cities to use credit
cards for official government purchases and acquisitions; and

WHEREAS, the City Council finds the use of credit cards to
be an appropriate and useful means of making payment for a
variety of types of purchases, including emergency purchases,
purchases of small items, one-time purchases from suppliers and
travel expenses.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Issuance, Use and Control of Credit Cards.

The City Council hereby adopts the following system for the
issuance, use and control of credit cards by City officials and
employees, to be implemented by the finance director:

A. Distribution. Credit cards may be used by those City officials and employees who, in the opinion of the finance director, have job responsibilities which would be facilitated by the use of a credit card and for which the credit card use would benefit the City.

B. Authorization and Control. The finance director shall develop the implementation guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds, including but not limited to the prompt reimbursement of any incidental non-business charges.

C. Credit Limits. The finance director shall set credit limits on each credit card issued.

D. Payment of Bills. The finance director shall establish and implement a written procedure for the payment of all credit card bills.

E. Incidental and Unauthorized Charges. Credit cards are to be used for City business only and no personal use of City-issued credit cards is authorized. In the event that any City official or employee uses a City-issued credit card for non-City business, the official or employee shall be billed for all such charges on the credit card and shall remit payment for such charges within seven days of issuance of the bill. As a condition of receiving City-issued credit card, a City official or employee will be required to sign a consent authorizing the

finance director to make payroll deductions to recover any unauthorized charges, where necessary. Unauthorized use of a City-issued credit card shall also be grounds for discipline of any City employee making such unauthorized use, up to and including termination.

F. Cash Advances. Cash advances on credit cards are prohibited.

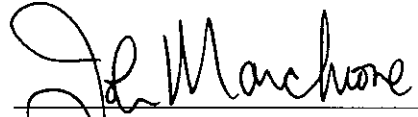
G. Additional Policies and Procedures. The finance director is hereby authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

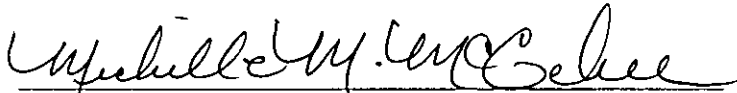
Section 3. Effective Date. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the Redmond City Council this 1st day of March,
2011.

CITY OF REDMOND


JOHN MARCHIONE, MAYOR

ATTEST:


MICHELLE M. MCGEHEE, CMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: 

FILED WITH THE CITY CLERK:	February 23, 2011
PASSED BY THE CITY COUNCIL:	March 1, 2011
SIGNED BY THE MAYOR:	March 1, 2011
PUBLISHED:	March 7, 2011
EFFECTIVE DATE:	March 12, 2011
ORDINANCE NO. <u>2578</u>	

ADOPTED 7-0: Allen, Carson, Cole, Margeson, Myers, Stilin and Vache