

**CITY OF BUCKLEY, WASHINGTON**

**RESOLUTION NO. 19-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTIONS 4.12 and 4.13 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND ADMINISTRATIVE PROCEDURES MANUAL” TO AMEND CITY CREDIT CARD USE AND USE OF CITY PROPERTY**

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**WHEREAS**, the City Council adopted the most current version of the “City of Buckley Personnel Policy and Administrative Procedures Manual” on December 11, 2018; and

**WHEREAS**, Section 4.12 provides guidelines for City Credit Card Use; and

**WHEREAS**, the City was notified during its audit that a more defined policy was needed; and

**WHEREAS**, Section 4.13 provides guidelines for the use of City Property and Personal Property at City Facilities; and

**WHEREAS**, Clarification is necessary regarding employee’s personal/private articles being on City Property due to past loss, damaged or missing items;

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby amends the City of Buckley “Personnel Policy and Administrative Procedures Manual” as follows:

**Section 1.** Section 4.12 is hereby amended to read as follows:

**4.12 City Credit Card Use**

The City of Buckley recognizes that the use of credit cards is a customary and economical business practice used to improve work flow, reduce costs and increase efficiency.

The criteria for having a Purchasing Card issues is that it has been established by the City Official that the Employee needs a Purchasing Card for official travel or has been instructed to make purchases on the City’s behalf. City Officials may request issue of Purchasing Cards only to individual permanent, regular employees. City Officials should establish a system for responsibility, control and

distribution of Purchasing Cards within their departments, according to this policy.

Purchasing cards are designed to provide an alternative, convenient and efficient method for Purchasing of goods and services for official city use. They are not intended to be used to avoid or bypass purchasing policies, rather, they are to be used within the same statutes, rules, policies and procedures as purchases by any other means of payment. The City's Purchasing Card program is established and authorized by RCW 43.09.2855.

The City Administrator approves the following City of Buckley Purchasing Card Policy and hereby delegates and authorizes City Officials and Employees authority to use Purchasing Cards described in this policy.

The Director of Finance or designee(s) shall be responsible for implementing, monitoring, and administering this policy.

The use of a Purchasing Card is a privilege that has been granted to Employees. Certain responsibilities are associated with that privilege.

This program is an enhancement to the purchasing process and a delegation of purchasing authority. The Purchasing Card is designated with built-in spending controls to help prevent inappropriate purchases.

Finance manages the Purchasing Card program (onboarding, off-boarding, and training), Cardholders make purchases in accordance with this policy, City Directors ensure their Department/Divisions adhere to this policy, Finance audits for compliance, processes payments to the credit card issuer and maintains required accounting records in conjunction with the department or division.

Each City Official is responsible for management of the Purchasing Card accounts in their department and may establish additional controls and restrictions as deemed appropriate within their department. In addition, audit for compliance of the charges on each receipt by each Cardholder is required by the City Official before the Transaction Log is submitted to Finance for processing.

Each City Official will be responsible to designate a Purchasing Card Custodian within their department that will oversee, collect Transaction Logs, track purchases, monitor disputes, and reconcile statements monthly for each Purchasing Card issued to and within their department. This individual will be the primary department contact for the program.

The City Official requesting the Purchasing Card will determine the single transaction limit and monthly transaction limit at the time of application. Cardholders shall not exceed these limits without prior written approval from the City Official.

- a. Single Purchase Limit: Is the limit established for each Purchasing card that no single purchase may exceed. This limit on purchasing authority is delegated to the Cardholder by the Purchasing Card Administrator. This limit cannot be

exceeded unless pre-approved by the Finance Director. A “single purchase” may include multiple items purchased in a single transaction. If the dollar amount exceeds the single purchase limit, a Purchase Order shall be used instead of the Purchasing Card.

- b. Spending Limit Per Cycle: The budgetary spending limit imposed by the Approving Official on cumulative Cardholder purchases in a given month. The total cumulative dollar value of Cardholder purchases for any single month shall not exceed this limit. It is the sum of unbilled prior month purchases, prior month disputed payments carried forward, plus current month purchases.
- c. Merchant Category Codes: (MCC) codes established on the account, which define the type of merchant from which a Cardholder may or may not purchase certain types of goods and/or services.
- d. Authorizations/Transaction: The number of transactions allowed on an account per billing cycle, as well as, the number of authorizations per day.

Purchasing Card purchases have the same documentation and voucher requirement as any other City purchase. The Cardholder making a purchase must retain the original receipt for the transaction. Receipts must be submitted within twenty-four (24) hours after purchase is made or conclusion of travel to the Purchasing Card Processing Officer in the Cardholder’s department. The Purchasing Card Processing Officer is required to submit all receipts to Finance for auditing purposes and processing, pursuant to these procedures.

#### Purchasing Card Use Violations

- Regardless of what is determined to be a material level for reconciliation and audit purposes, all violations of Purchasing Card/account use (Purchasing Card/account used for fraudulent use, personal purpose, or other violation) shall immediately be reported to the responsible City Official, the Finance Director, the Cardholder’s Supervisor, and the Purchasing Card Administrator.
- Discipline for improper use of Purchasing Cards or violations of City policies or procedures will be the responsibility of the responsible City Official. Disciplinary actions will be processed in accordance with established personnel policies and/or collective bargaining agreements. A violation may be cause for corrective action and/or discipline, depending on the severity of the violation, which could include termination of employment and/or criminal prosecution.
- Immediately following an investigation that results in a determination that charges were fraudulent and/or that misuse of the Purchasing Card/account has occurred, the offender will be required to reimburse

the City of inappropriate or fraudulent charges, including interest, (if applicable).

- Said reimbursement may, at the sole discretion of the responsible City Official; (a) be made by direct payment, (b) be withheld from the Employee's next succeeding paycheck, or (c) be repaid pursuant to a repayment plan (e.g., deduction of equal amounts from Employee's paychecks). Direct repayments shall be submitted to Accounts Receivable.
- By signing the Purchasing Card Agreement form, an individual Cardholder agrees to all the conditions in the policy.

**Section 2.** Section 4.13 is hereby amended to read as follows:

#### 4.13 Use of City Property

City supplies and equipment must be conserved for the authorized conduct of official business. By state law, they are not for personal use. City stationary, supplies and postage may not be used for personal mail. Personal mail should be delivered at an employee's home address; however, occasional package deliveries will be allowed. Please do not use the City cash drawer for cashing personal checks.

If you are entrusted with City equipment, materials or property to use in your job, you are responsible for its proper use, care and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

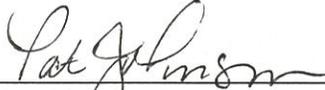
All communications technology including but not limited to computers, internet, email, phone service (telephones and cellular) is-are the property of the City and may be used only for official business (see Section 4.11). ~~Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable; employees should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. Employees are responsible for all charges incurred and are required to reimburse the City for long distance charges in the following billing cycle.~~ Other City equipment, including vehicles, should be used by employees for City business only, except as allowed under other provisions of this policy. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action up to and including termination.

The City may provide a locker, cabinet, or desk for your personal belongings. The City reserves the right to inspect City owned property with or without notice, for legitimate business reason.

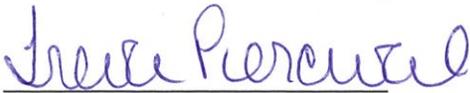
The City encourages its employees to avoid bringing private articles or property for work related purposes. The City reserves the right to restrict or limit private property in City facilities. Employees who do choose to bring private property to City

facilities should clearly ~~label~~ identify all their private property to include tools for identification purposes. The City will not be responsible for loss, stolen, damaged or misplaced personal possessions brought onto City property.

Introduced, passed and approved this this 25<sup>th</sup> day of June 2019.

  
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Pat Johnson, Mayor

**ATTEST:**

  
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Treva Percival, City Clerk

**APPROVED AS TO FORM:**

  
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Phil Olbrechts, City Attorney

**POSTED:** June 26, 2019