

CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of a Busch Gas Card, the possible use of one of the credit cards listed below, and the ability to utilize charge accounts Public Works has in place with their vendors. (Cross off and initial items that do not pertain)

The Public Works general use credit card numbers that I may have the occasion to use are:

XXXX-XXXX-XXXX-XXXX PW1

XXXX-XXXX-XXXX-XXXX PW2

XXXX-XXXX-XXXX-XXXX PW3

XXXX-XXXX-XXXX-XXXX PW4

I understand that improper use of these cards or charge accounts may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card and Charge Account Policies and Procedures for Whitman County. I acknowledge receipt of the Credit Card and Charge Account County Code, Policies and Procedures, and the County Credit Card/Gas Card Storage Policy and confirm that I understand the terms and conditions of all.

As a holder of this credit card/gas card/charge account, I agree to accept the responsibility and accountability for the protection and proper use of the card(s). During the period of my employment I will immediately return the card(s) and any outstanding receipts to my department supervisor or department official upon demand, and will immediately relinquish the cards and any outstanding receipts at the end of my employment. I understand that the card(s) are not to be used for personal purchases. If the card/charge account is used for personal purchases, I will immediately notify my supervisor or department official. The County is entitled to a reimbursement from me for such purchases (cash or a personal check made out to the County) along with a detailed receipt or invoice. This reimbursement will be given to my supervisor or department official for deposit within two weeks of the expenditure occurrence. The County is entitled to pursue legal action following the County's collection policies if the funds are not collected from me in the allotted time period.

Employee

Supervisor/Department Official

Signature

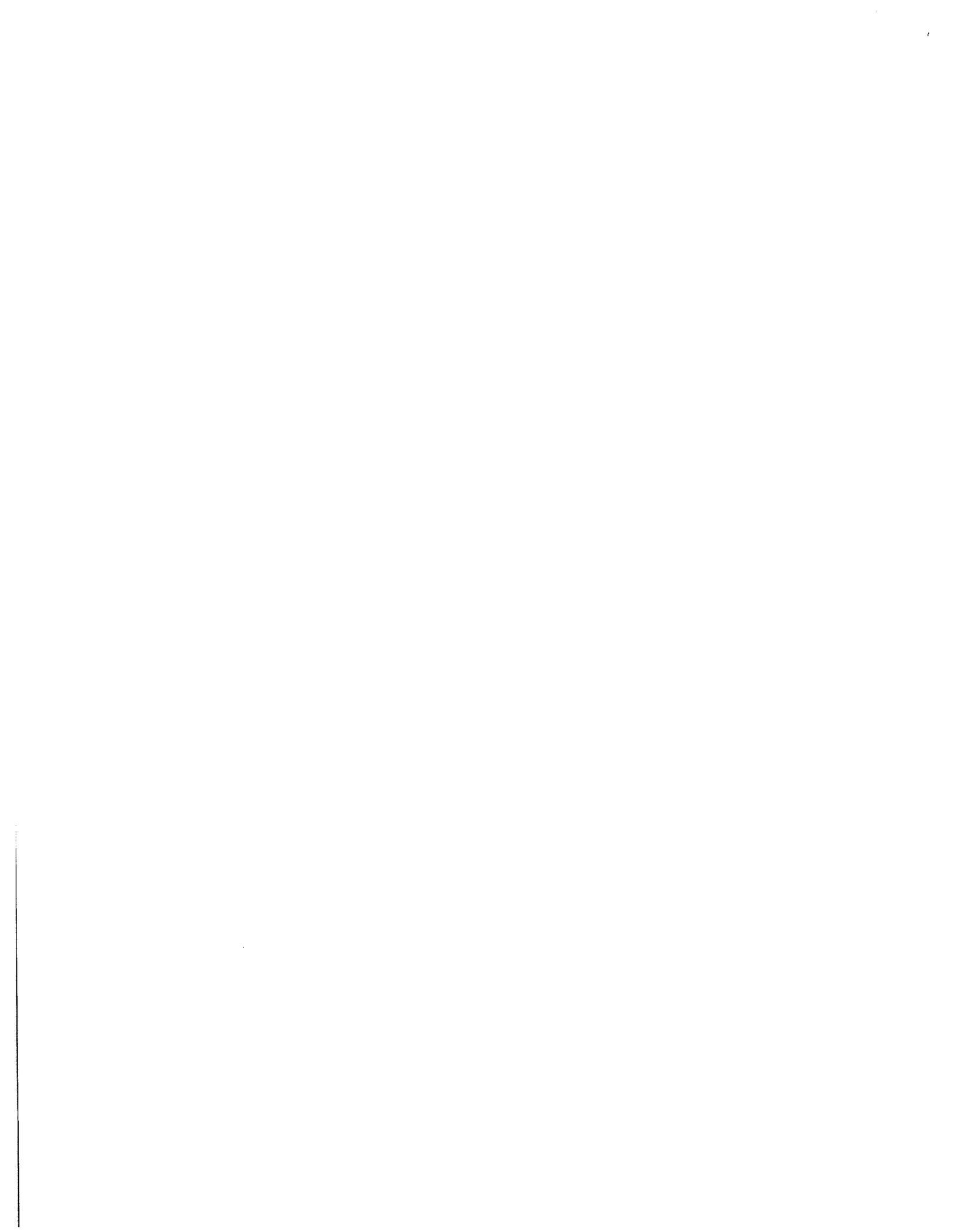
Signature

Print Name

Print Name

Date

Date



ORDINANCE NO. 082070

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

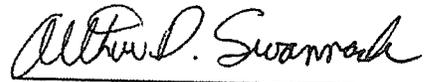
WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 19th day of August 2019; and,

WHEREAS, a public hearing was conducted this day to consider revisions to Whitman County Code, Title 3, Chapter 3.14-Credit Cards.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the attached revisions to Whitman County Code, Title 3, Chapter 3.14, Credit Cards as described herein.

PASSED, APPROVED AND ADOPTED this 19th day of August, 2019 and effective as of this date.

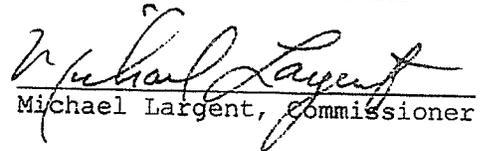
BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON



Arthur D Swannack, Chairman

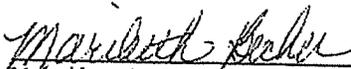


Dean Kinzer, Commissioner



Michael Largent, Commissioner

ATTEST:



Maribeth Becker, CMC
Clerk of the Board

BY: Connie Ellis, Deputy
Clerk of the Board

082070

Chapter 3.14 - CREDIT CARDS AND CHARGE ACCOUNTS

Sections:

- 3.14.010 Statutory authority.
- 3.14.020 General policy.
- 3.14.030 Approval by board of county commissioners.
- 3.14.040 Procedure for use of credit cards and charge accounts.
- 3.14.050 Claim for credit cards and charge accounts.
- 3.14.060 Disallowed credit card and charge account charges.
- 3.14.070 Lost credit card or charge account receipts.
- 3.14.080 Lost/stolen credit cards.
- 3.14.090 Credit card reward points.
- 3.14.100 Separation from Whitman County.

3.14.010 - Statutory authority.

The statutory authority for the use of credit cards is found in RCW 39.58.180 and RCW 42.24.115, as now or hereafter amended.
(Ord. 66916 (part), 2007).

3.14.020 - General policy.

The board of county commissioners finds that the use of credit cards and charge accounts is a customary, convenient, and economical business practice to be used for the sole purpose of traveling and purchasing on behalf of Whitman County. Elected officials and department heads are authorized to contract for the issuance of credit card accounts within their office or department, subject to the provisions of this policy.
(Ord. 66916 (part), 2007).

3.14.030 - Approval by board of county commissioners.

An elected official or department head desiring to contract for the issuance of a credit card or charge account will first:

- A. Submit a written credit card or charge account plan for approval by the board of county commissioners. The plan shall include the number of cards in the case of a credit card request and their distribution.
- B. In the credit card approval process the board of county commissioners reserves the right and authority to set credit card account limits.
- C. After obtaining written approval, the elected official or department head will be required to provide the county auditor and clerk of the board with the credit card or charge account number, the number of credit cards issued, the distribution of cards, and the approved credit limit obtained. The list will be updated by the clerk of the board on an annual basis.
- D. Any elected or appointed official or employee issued a credit card will be required to sign an agreement with the county. The agreement will be kept by the department until the credit card is surrendered.

(Ord. 66916 (part), 2007).

3.14.040 - Procedure for use of credit cards and charge accounts.

All charges will require the employee to sign a credit card charge or charge account receipt and also obtain an itemized invoice of his or her charges from the vendor if the vendor is able to provide such an invoice. If the vendor is unable to provide such an invoice, an Affidavit of Lost Receipt per event is required.

If the employee allows another employee to use his/her credit card for any authorized county purchases, a log must be kept of the other employee's use. It is the cardholder's responsibility to obtain the receipts in a timely manner from the employee who actually used the card.

082070

The employee will not to charge above the credit limit of his/her card(s) so as to eliminate possible overage fees incurred by the credit card provider, and the employee will not charge any services on the credit card.

Services will not be charged on a bank credit card but are allowable on charge accounts specific to a company. Any employee using a fuel or bank credit card is required to maintain a log of fuel purchases and receipts. The log will include the date and purpose of the purchase, merchant name, gallons purchased, name of the purchaser, total amount of the purchase, and an odometer reading if using a County-owned vehicle. The logs will be reviewed by the employee's supervisor or a designated person within the department.

All credit cards are to be secured when not in use. The county's Credit Card Storage Policy defines the specific requirements. Credit cards locked in a county vehicle is not considered secured.

(Ord. 66916 (part), 2007).

3.14.050 - Claim for credit cards and charge accounts.

Upon receipt of the credit card bill, or no later than fifteen (15) days after the billing date, the elected official or department head will submit a claim to the county auditor for payment. The claim will consist of the billing statement, all credit card and charge account receipts listed on the billing statement, and the applicable, certified travel voucher form(s) including the reason for travel and meeting agendas. Any charge against a credit card or charge account not properly identified on the claim or not allowed following the audit required under RCW 42.24.080 shall be paid by the official or employee by personal check or United States currency.

(Ord. 66916 (part), 2007).

3.14.060 - Disallowed credit card and charge account charges.

- A. It is the responsibility of each elected official or department head to obtain payment from the employee for all disallowed charges or personal charges listed on the billing statement, prior to submitting a claim to the county auditor. Disallowed charges include, but are not limited to:
1. Alcohol
 2. Hotel pay-per-view movies/programs
 3. Souvenirs/memorabilia
 4. In-room refrigerated items/incidentals (water, soda, snacks, etc.)
 5. Excursion costs not included in conference registration
 6. Any other costs not included in hotel room rate/taxes
 7. Overages on meal per diem
 8. Payment for services
 9. Any charge that will put the individual card usage over its limit
- B. If, for any reason, disallowed charges are not repaid before the credit card or charge account billing is due and payable, the board of county commissioners will be notified immediately by the elected official or department head.
1. If the disallowed charges from the official or employee continue to be uncollected, the board of county commissioners will refer these charges to the Whitman County Prosecuting Attorney for legal action.
 2. Any official or employee who has been issued a credit card or charge account under the provisions of this section shall not use the credit card or charge account if any disallowed charges are outstanding and shall surrender the card upon demand of the elected official, department head or board of county commissioners.
 3. The board shall have unlimited authority to revoke use of any credit card or charge account issued under this section, and, upon such revocation order being delivered to the credit card or charge account company, shall not be liable for any costs.

(Ord. 66916 (part), 2007).

082070

3.14.070 - Lost credit card/charge account receipts.

If a credit card or charge account receipt has become irretrievably lost or unreadable, the elected official or department head will attach a written explanation to the claim. This written explanation will contain a statement from the employee who lost the credit card or charge account receipt detailing the loss, and the employee will certify the charge with the following language: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary county expenses incurred by me and that no payment has been received by me on account thereof." The written explanation will also contain the approval signature of the supervising elected official or department head, or his/her designee of the employee submitting the claim for payment. The Auditor and Finance Administrator will be advised immediately so that the credit card can be inactivated. Repeated lost receipts will be brought to the attention of the elected official or department head and dealt with accordingly.
(Ord. 66916 (part), 2007).

3.14.080 - Lost/stolen credit cards and card/pin number security.

Lost or stolen credit cards will be immediately reported to the employee's supervisor or department official, who will in turn contact the credit card company for cancellation of the card. In case of a bank card, cancellation can be done by the auditor or finance administrator. Any stolen and/or lost card information will be immediately forwarded to the auditor, finance administrator and the clerk of the board. Contingent upon circumstances the auditor's office may forward the card lost/stolen information to the State Auditor's Office fraud department.

Any replacement card numbers, last four digits only, will be given to the auditor's office/finance and the clerk of the board.

3.14.090 Credit card reward moneys/points.

- A. Credit card reward points will not be used by individual employees to receive any personal benefit;
- B. Any moneys received from a credit card provider will be received in the Whitman County general fund (001).
- C. Redemption of credit card reward points will be redeemed by the auditor's office with approval by the county commissioners.

3.14.100 - Separation from Whitman County.

Upon leaving Whitman County's employ, an employee or elected official will immediately relinquish his/her credit card(s) to his/her superior, the Clerk of the Board or Human Resources during his/her exit conference. The Auditor and Finance Administrator will be notified immediately regarding bank cards, so the credit card can be inactivated. Any other types of credit cards will be closed by the department representative.
(Ord. 66916 (part), 2007).

RESOLUTION NO. 082071

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Credit Card Storage Policy;

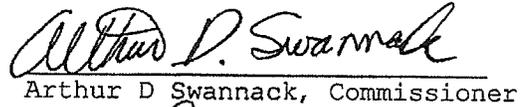
WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

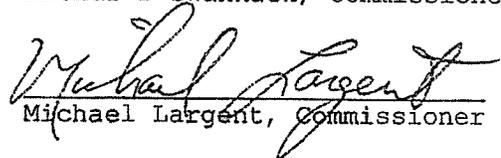
NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-23-WCC Credit Card Storage Policy.

Dated this 19th day of August 2019 and effective as of this date.

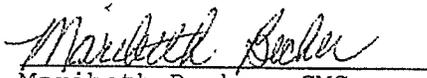
BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON


Dean Kinzer, Chairman


Arthur D Swannack, Commissioner


Michael Largent, Commissioner

ATTEST:


Maribeth Becker, CMC
Clerk of the Board

082071

Effective Date: April 1, 2003

POLICY

Res. # 082071

Cancels:

Res. 049750, 060866

See Also: WWC 3.14

Approved by BOCC 8-19-19

POL-2300

COUNTY CREDIT CARD STORAGE

This policy applies to all Whitman County departments.

This policy is to be a guide for Whitman County elected and appointed officials to promote security and control over county-issued credit cards consistent with WCC 3.14.040.

Definitions

Secure Location - Any cabinet, lock box, file drawer, or storage unit that has the capability to lock. Credit cards issued to specific employees are considered secure when with that person

1. Each Department Within the County Shall Have a Secure Location to Store Credit Cards That Are Not in Use.
2. Each Department Head or Designee Shall be Responsible for Keeping the Credit Cards in a Secure Location Locked When Not in Use.

Each department shall submit an annual list to the Board of County Commissioners stating the Department Head and/or designee responsible for its secure location.

A credit card issued in a specific person's name kept on that person at all times is considered secure.

3. Requests for Credit Cards Shall Be Made Through the Elected Official/Department Head or Designee.

Prior to any County Employee or Volunteer Making a Purchase, Designated as in Travel Status or any other Circumstance Requiring the Use of a County Credit Card, the Employee or Volunteer Shall Request a Credit Card from the Department Head or Designee and sign the County's Cardholder Agreement form.

4. Each Department Shall Keep on File a Record Stating the Card, Date and Time That Each Credit Card is Checked Out and Returned.

Such a form shall include the employee's signature/initials and date that the card was issued and then returned as acknowledgment that the card has been checked out and returned.

While in use, credit cards shall remain in the custody of the employee/volunteer until it is returned to the secure location.

5. Once the Credit Card is no Longer in Use, the Employee Shall Return the Card to the Department Head or Designee by Signing/Initialing the Log and Submitting all Receipts and Invoices.

All credit card receipts and invoices shall be signed by the employee/volunteer and, if possible, itemized by vendor.

082071