



RESOLUTION R – 2011 – 004

**RESOLUTION ADOPTING CREDIT CARD POLICY
AND AUTHORIZING ISSUANCE OF CREDIT CARDS**

WHEREAS, under the authority of RCW 42.24.115 any municipal corporation or political subdivision may provide for the issuance of charge cards to officers and employees for the purpose of covering expenses incident to authorized travel; and

WHEREAS, as outlined under the authority of RCW 43-09-2855 local governments are authorized to use credit cards for official government purchases and acquisitions; and

WHEREAS, it is becoming increasingly necessary for the Fire District to be able to utilize a credit card in situations where the Fire District cannot establish a charge account with a supplier, where it is inconvenient to issue a check and/or reimburse the employee with petty cash.

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of Maple Valley Fire & Life Safety (King County Fire District #43) that the attached credit card policy and procedure is adopted to regulate the use of all Fire District credit cards; and

BE IT FURTHER RESOLVED that this corporation establish a commercial VISA account with U.S. Bank and from time to time request said Bank to issue procurement cards to its officers, agents, employees and other individuals upon such terms and conditions as may be agreed upon; and

1. Establish a commercial VISA account and to issue credit cards to and for such corporation with a credit limit of \$10,000. in the name of such agents, officers, employees and other persons authorized by said corporation, from time to time as may be designated in writing.
2. Pay and obligate the District to pay all sums and indebtedness which may arise by the use of such credit cards as may be issued by the Bank, pursuant to such requests.

BE IT FURTHER RESOLVED, that such individuals as are issued such cards shall from time to time, incur obligations and indebtedness by the use of said cards which said indebtedness is and shall be indebtedness of the District to the Bank and all securities, claims, accounts and any other property of the Fire District at any time held by the Bank or its agents shall be held by the Bank as security for payment of all obligations of this District to said Bank; and

BE IT FURTHER RESOLVED, that the authority herein conferred shall continue in full force and effect until written notice of its revocation shall be given to the Bank of the District.

ADOPTED at the Regular Meeting of the Board of Fire Commissioners this 5th day of May, 2011.

APPROVED:

Mike Scott, Chairman

Jennifer Rydberg, Commissioner

Brian McGee, Commissioner

William VanRuff, Commissioner

ATTEST:

Camille Walls, Commissioner

Faye Barker, District Secretary