



King County

KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 15, 2009

Ordinance 16651

Proposed No. 2009-0406.1

Sponsors Gossett

1 AN ORDINANCE relating to the use of credit cards for
 2 procurement of goods and services for King County
 3 purposes; and adding a new section to K.C.C. chapter 4.16.
 4

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 4.16 a
 7 new section to read as follows:

8 A. The manager shall implement the following system for the authorization,
 9 distribution, control, implementation and administration of credit cards by officers and
 10 employees:

11 1. Credit cards may be distributed to those county officers and employees who,
 12 in the opinion of the manager, have job responsibilities that would benefit from, or
 13 otherwise be facilitated by, the use of a credit card;

14 2. Credit cards may only be used for purchases or acquisitions the user would be
 15 authorized to make with county cash, purchase order, or voucher;

16 3. Credit cards may not be used for cash advances;

17 4. The manager shall develop and implement policies and procedures and
18 accounting controls to ensure the proper usage of credit cards and credit card funds
19 including compliance with county code and county purchasing policies and procedures;

20 5. Credit cards may be required to be immediately surrendered if used in a
21 manner inconsistent with county code or county policies or procedures;

22 6. The manager shall set credit limits on each credit card issued; and

23 7. The manager shall establish and implement a written procedure for the
24 payment of all credit card bills.

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26 B. The manager may adopt any additional policies and procedures the manager
27 determines are necessary to implement, and are not inconsistent with, this chapter.
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Ordinance 16651 was introduced on 8/17/2009 and passed by the Metropolitan King
County Council on 9/14/2009, by the following vote:

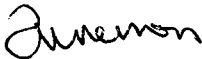
Yes: 9 - Mr. Constantine, Mr. Ferguson, Ms. Hague, Ms. Lambert, Mr. von
Reichbauer, Mr. Gossett, Mr. Phillips, Ms. Patterson and Mr. Dunn
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 17 day of September, 2009.



Kurt Triplett, County Executive

Attachments None

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KING COUNTY COUNCIL
CLERK