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

Sponsors: Larry Gossett

Indexes:

Code sections: 4.16 -

Attachments: 1. 16651.pdf, 2. 2009-0406 Fiscal Note.xls, 3. 2009-0406 Procurement Card Expansion staff report phh gao 9-1-2009 (2).doc, 4. 2009-0406 Transmittal letter.doc

Date	Ver.	Action By	Action	Result
9/14/2009	1	Metropolitan King County Council	Hearing Held	
9/14/2009	1	Metropolitan King County Council	Passed	Pass
9/1/2009	1	Government Accountability and Oversight Committee	Recommended Do Pass Consent	Pass
8/17/2009	1	Metropolitan King County Council	Introduced and Referred	

Clerk 07/02/2009

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

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

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

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

card;

2. Credit cards may only be used for purchases or acquisitions the user would be authorized to make with county cash, purchase order, or voucher;
3. Credit cards may not be used for cash advances;
4. The manager shall develop and implement policies and procedures and accounting controls to ensure the proper usage of credit cards and credit card funds including compliance with county code and county purchasing policies and procedures;
5. Credit cards may be required to be immediately surrendered if used in a manner inconsistent with county code or county policies or procedures;
6. The manager shall set credit limits on each credit card issued; and
7. The manager shall establish and implement a written procedure for the payment of all credit card bills.

B. The manager may adopt any additional policies and procedures the manager determines are necessary to implement, and are not inconsistent with, this chapter.