

**ORDINANCE NO. 84
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON ADOPTING A
SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY
OFFICIALS AND EMPLOYEES INCLUDING AUTHORITY TO ADOPT RULES AND
PROCEDURES REASONABLY RELATED THERETO.**

WHEREAS, the City Council finds the use of credit cards allows for the efficient operation of the City when purchasing goods, supplies and other items from vendors, as well as, charging expenses incident to authorized travel; and

WHEREAS, RCW 43.09.2855 and RCW 42.24.115 authorized the use of credit cards for governmental purchases and acquisitions, as well as, expenses incident to authorized travel provided the City adopts a system relating to the distribution, authorization, credit limits, payment and control of the use of such credit cards.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. Definitions. As used in this ordinance, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer [credit card company] gives to the card holder [the City] the privilege of obtaining credit from the issuer.

Section 2. Issuance, Use and Control of Credit Cards. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees.

A. The Mayor or designee is authorized to obtain City credit cards under the following system which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

1. **Issuance and Use.** Credit cards may be issued to the City of Liberty Lake and used by City officials and authorized employees for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City.

2. **Authorization and Control.** Upon authorization from the Mayor, City employees may obtain credit cards from the City Clerk-Treasurer who shall maintain a ledger of the individual receiving the credit card including the date the card was received. City Council members may obtain credit cards from the City Clerk-Treasurer. The Clerk-Treasurer shall implement accounting controls to insure the proper use of credit cards and credit card funds.

3. **Credit Limits.** The credit limit shall not exceed \$3,000.00 per card.

4. **Payment of Bills.** The City Clerk-Treasurer shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. **Unauthorized Charges.** No official or employee shall use the City issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.

6. Cash Advances. Cash advances on credit cards is prohibited.

B. Expenses incident to authorized travel may be charged to a City issued credit card provided the official or employee returns to the City a itemized travel expense voucher with credit card receipts. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company.

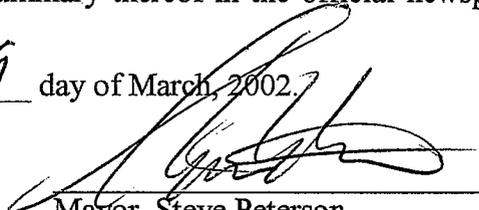
C. The Mayor is authorized to revoke the use of any charge card issued and immediately require the surrender of the credit card. The Mayor may deliver a revocation order to the charge card company with the City not being liable for any future costs incurred after the date of revocation.

D. The Mayor is authorized to adopt any additional rules or policies necessary to implement the provisions of this ordinance.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 19 day of March, 2002.



Mayor, Steve Peterson

ATTEST:



City Clerk-Treasurer, Arlene Fisher

APPROVED AS TO FORM:



City Attorney, Stanley M. Schwartz
Date of Publication: 3/28/02
Effective Date: 4/2/02

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**NOTICE OF ORDINANCE PASSED
BY LIBERTY LAKE CITY COUNCIL**

The following is the title and summary of Ordinance No. 84 passed by the City of Liberty Lake City Council on the 19 day of March, 2002.

AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON ADOPTING A SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES INCLUDING AUTHORITY TO ADOPT RULES AND PROCEDURES REASONABLY RELATED THERETO.

The introductory paragraphs state the City desires to create two budget funds.

Section 1 defines the term "credit card".

Section 2 relates to the issuance, use and control of City credit cards.

Section 3 establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 4 states this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

The full text of the Ordinance is available at the City of Liberty Lake City offices as identified above. A copy will be mailed out upon request.



Arlene Fisher
City Clerk-Treasurer

Published: 3/28/02