

Internal Controls Resources – Quick Reference

Topic	Process	Location	Contact
Purchasing	Purchasing Card Policy Approval Authority How to Buy Chart Spec Considerations Admin Policy 3-1: Credit Card Policy KMC 3.85 – Purchasing KMC 3.16.065 – Authority to Sign Agreements RCW 39.80 Contracts for Architectural & Engineering Services	http://srv-portal02/Departments/finadmin/Pages/default.aspx http://kirknet/apm2/ http://kirklandcode.ecitygov.net/CK_KMC_Search.html http://kirklandcode.ecitygov.net/CK_KMC_Search.html http://www.mrsc.org/wa/rcwwac/index_dtSearch.html	Barry Scott, ext. 3123
Grants	Admin Policy 3-4: Grant Funding Grant Process Grant Routing & Approval Grant File Checklist Office of Management & Budget (OMB)	http://kirknet/apm2/ http://srv-portal02/Departments/finadmin/Pages/default.aspx http://www.whitehouse.gov/omb/	Teresa Levine, ext. 3115
Reimbursable Expenses	Admin Policy 3-2: Reimbursable Expense Policy Travel Preapproval Form Claim for Expense Form Certification of Expenditure Form	http://kirknet/apm2/ http://srv-portal02/Departments/finadmin/Pages/default.aspx	Teresa Levine, ext. 3115 Carol Wade, ext. 3117
Cash Handling	Cash Handling Guidelines Cash Handling Guidelines – Summary Cash Handling Guidelines – Acknowledgment RCW 43.09.240 – Local Gov’t Accounting	http://srv-portal02/Departments/finadmin/Pages/default.aspx http://www.mrsc.org/wa/rcwwac/index_dtSearch.html	Michael Olson, ext. 3146
Payroll	Financial Operations Calendar IRS FLSA	http://srv-portal02/Departments/finadmin/Pages/default.aspx www.irs.gov http://www.dol.gov/whd/flsa/	Bethany Hensley, ext. 3118 Doreen Reed, ext. 3125 payroll@kirklandwa.gov
Budget Adjustments	Budget Process Quick Guide to Budget Adjustments KMC 5.02 - Budget RCW 35.33 - Budget	http://srv-portal02/Departments/finadmin/Pages/default.aspx http://kirklandcode.ecitygov.net/CK_KMC_Search.html http://www.mrsc.org/wa/rcwwac/index_dtSearch.html	Sri Krishnan, ext. 3130
Public Disclosure	Resolution R-4669 - Public Records Act Rules RCW 42.56 - Public Records Act	http://www.kirklandwa.gov/Assets/Finance+Admin/Finance+Admin+PDFs/R-4669.pdf http://www.mrsc.org/wa/rcwwac/index_dtSearch.html	Kathi Anderson, ext. 3197 Anja Mullin, ext. 3191

*Documents & Links can also be found on the Finance & Admin Intranet Page