

Port of Walla Walla Credit Card Policy

Purpose

During the normal transaction of Port business, it may become necessary to use a Port issued credit card for Port authorized purchases. The Port Commission hereby establishes the following policy regarding the issuance and use of Port credit cards.

Issuance of and limits on Port Credit Cards

Each Port Commissioner, at his/her option, may have a Port issued credit card with a credit limit not to exceed \$5,000.

The Port Executive Director, at his/her option, may have a Port issued credit card with a credit limit not to exceed \$10,000.

The Port Executive Director shall determine which other Port employees should be issued Port credit cards. However, in no event shall said Port employee issued credit cards have a credit limit that exceeds \$5,000 without Port Commission approval.

General Policies

All Port issued credit cards shall have yearly expiration dates to the extent possible.

The Port Auditor/Treasurer is the only Port employee authorized to order and/or renew a Port issued credit card.

All Port issued credit cards shall have the person's name and organization printed on it.

All Port issued credit cards must allow the Port Auditor/Treasurer to have 24/7 online access to the account.

The Port Auditor/Treasurer shall have the authority to temporarily increase (not to exceed 30 days) a Port Commissioner and/or employee credit card limit if there is a legitimate business reason. However, in no event shall the limit exceed 100% of the said Port Commissioner's and/or employee's established credit limit.

Use of Credit Cards

Credit cards in the name of the Port may be issued to employees for the purpose of covering expenses incidental to authorized travel on official business of the Port District. Credit cards may also be used to procure ordinary and recurring needs of the Port. Such charges shall be incurred and accounted for within the provisions of RCW 42.24.115.

- A. If credit cards are used, receipts must be obtained for each credit card transaction, the purpose of the charge and the name of the individual(s) involved must be clearly written on the receipt. Meal receipts should be detailed and be accompanied by a travel reimbursement form or a promotional hosting form. The Auditor/Treasurer will verify all credit card expenditures against the monthly transaction summary and notify the credit card holder of any missing receipts.

- B. Credit cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such credit cards by officials or employees. If, for any reason, disallowed charges are not repaid by the official or employee before the credit card billing is due and payable, the Port shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the credit card. Any official or employee who has been issued a credit card by the Port shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Auditor/Treasurer. The Port shall have unlimited authority to revoke use of any credit card issued under RCW 42.24.115, and upon such revocation order being delivered to the credit card company, shall not be liable for any further costs. The Executive Director or Auditor/Treasurer will disallow the use of the assigned Port credit card for violation or misuse of the credit card in accordance with this policy. The following will be considered an unauthorized purchase or use of any Port credit card: cash advances, personal purchases, and alcohol purchases that are not in accordance with the Port's Promotional Hosting Policy.

- C. Oil company credit cards acquired in the name of the Port are to be used for the purchase of motor fuel and related items for Port-owned vehicles only. Receipts for such purchases are to be submitted to the Port Auditor/Treasurer. Said credit card limits shall not exceed \$1,500.

- D. Nothing in this policy shall require a Port Commissioner and/or employee to have a Port issued credit card. Employees may use personal credit cards for the payment of travel expenses. Expenses charged on such cards will be considered as having been paid by the employee, and eligible for reimbursement. Duplicate copies of credit card receipts will normally be considered as valid evidence of payment of any reimbursable cost.

Any exceptions to this policy must be approved in writing in advance by the Executive Director or Auditor/Treasurer.

Credit Card custodians and other assigned individuals will sign a Credit Card User Agreement (Attachment A) before they are eligible to receive and use the card.

Credit cards are to be returned to the Port immediately upon ending employment with the Port.

Misuse of a Port credit card may result in disciplinary action, termination or legal action, civil and/or criminal.

Failure to provide detailed documentation as required by this policy may result in user being responsible for the charge.

Approved by Port Commission on December 22, 2016

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the Port of Walla Walla accept personal responsibility for the safeguard and proper use of the Port credit card # _____ which has been assigned to me in the performance of my job, in accordance with the terms outlined below.

Credit cards may be used for travel related business expenses (within and outside the port district), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing Port services or supplies within my authorized spending authority, not to exceed the \$_____ credit card limit or current available account balance.

I have read and understand the credit card policy and procedures as set forth and adopted by the Port Commission on December 22, 2016 – Port of Walla Walla Credit Card Policy.

I understand the Executive Director or Auditor/Treasurer will disallow my use of a Port credit card for violation or misuse of the credit card policy and procedures and that such violation or misuse may subject me to discipline, including termination, under the Port's Personnel Policy.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the Port credit card, and an amount equal to the payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

I understand that I have to furnish a receipt to the Auditor/Treasurer showing proof of the purchases made on the credit card. If I am unable to furnish a receipt, I must fill out and get approved a missing receipt form provided by the Auditor/Treasurer. Failing to do this could result in the amount of the receipt being withheld from my paycheck.

The undersigned individual has read, understands and agrees to be bound by the above statements.

Employee _____ Date _____