

# PORT OF SKAMANIA COUNTY

## RESOLUTION 7-2023

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY ESTABLISHING A CREDIT CARD POLICY

**WHEREAS**, RCW Chapter 43.09.2855 provides for the use of credit cards for official Port purchases and acquisitions; and

**WHEREAS**, RCW Chapter 43.09.2855 also requires that the Port Commissioners adopt written rules and regulations governing the use of credit cards; and

**WHEREAS**, This Resolution supersedes all past resolutions regarding the Port's credit card policy; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Port of Skamania County, adopts the following Credit Card Policy, which will amend the Personnel Policy and replaces the Credit Card Policy and Resolution dated 7-2010:

**Effective Date:** July 17, 2023

**Approval Document:** Resolution 7-2023

**Effective Date:** July 17, 2023

#### **PURPOSE**

The Port of Skamania County (Port) hereby adopts a policy for the use of credit cards for covering expenses associated with authorized travel for official Port business, purchases and acquisitions.

#### **DEFINITIONS**

**Employee**—A person employed by the Port, does not include an independent contractor.

**Port Business**—Official actions taken on behalf of the Port by an employee or official.

#### **POLICY**

- A. The Port shall contract with an appropriate banking facility for four merchant credit cards with the following limits: (i) two (2) cards with a limit of \$5,000.00 with one designated for the Executive Director and the other for the Facilities Manager, and (ii) two (2) cards with a limit of \$2,000.00 with one designated to the Finance Manager and the other for Office Manager. The Port may establish credit arrangements with other vendors from time to time, so long as consistent with this Policy or otherwise approved by the Board of Commissioners.
- B. Credit cards may be used by Port employees for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses, meals, and transportation expenses. **Credit cards may only be used for authorized Port Business purchases.** Purchases may include supplies, small tools and equipment, or capital equipment approved by budget or authorization of the Board of Commissioners, unless the law requires the Port to purchase such equipment by bid process. Credit cards shall not be used for cash advances.
- C. The original receipt(s), including the detailed receipt, obtained from the vendor for all purchases against the credit card shall be submitted to the Accounting Department by the end

of each month.

- i. Employees must ensure the detailed receipt contains the time, place, business purpose and participants, if applicable, for the purchase.
  - ii. Employees who use the credit cards are required to comply with the provisions of RCW 42.24.115 regarding the submission of fully itemized travel expenses and repayment of disallowed charges.
- D. The credit card vendor shall be required to submit a bill for the credit card to the Port monthly. Charges will be reviewed by the Accounting Department before being routed to the employee for initialing to verify expense.
- E. The Port Manager may disallow the use of any Port credit card by a Port employee for a violation or misuse of this policy.

**PASSED IN SESSION THIS 18<sup>th</sup> day of July 2023**

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

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Jennifer Taylor, President of the Commission

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Todd Kingston, Vice-President of the Commission

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Ray Broughton, Secretary of the Commission

**ATTEST:**

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Pat Albaugh, Port Manager