

# 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/charge account policy; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Port of Skamania County, accepts 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 account two with a limit of \$5,000.00 with one designated for the Executive Director and the other for the Facilities Manager. An additional Two cards will be issued with the limit of \$2,000.00 each designated to the Finance Manager and the Office Manager. The Port may establish credit arrangements with other vendors from time to time.
- 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 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.

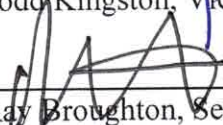
- C. The original receipt(s), including the detailed receipt, obtained from the vendor for all purchases against the credit card shall be submitted to the Accounting Department by the end of each month.
  - i. Employees must ensure the detailed receipt contains the time, place, business purpose and participants, 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 to 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-Pres. of the Commission

  
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Ray Broughton, Secretary of the Commission

**ATTEST:**

  
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Pat Albaugh, Executive Director



## CREDIT CARD POLICY

Employees who are required to travel or incur expenses for business purposes will be issued a Port of Skamania County credit card. Whenever possible, employees must use the Port's card for all applicable travel expenditures. Credit cards supplied by the Port are intended for Port of Skamania County related expenses only; personal use of a Port of Skamania County credit card is not allowed. Accidental use of the Port credit card for personal expenses will require an employee to repay the Port immediately or else face corrective action. In the event a credit card is lost, the Executive Director and Accounting needs to be notified immediately.

There are non-allowable expenses that include:

- 1) Fines, penalties and or/forfeitures
- 2) Tobacco
- 3) Alcoholic Beverages
- 4) Personal telephone calls
- 5) Meals or lodging in lieu of other meals and/or lodging, the expense of which is included in the conference or other registration.

Receipts for all charges on the credit card must be submitted monthly to accounting. Names of the job and/or business purpose of each expense must be listed on the receipts. Any charges to the Port's credit card that are not documented either by a receipt or a lost receipt form may be deducted from the employee's paycheck.

Updated 07/18/2023