

SOUTH KING FIRE & RESCUE

KING COUNTY, WASHINGTON

RESOLUTION NO. 503

**A RESOLUTION of the Board of Commissioners of South King
Fire and Rescue, King County, Washington
Updating Resolution No. 442 to further clarify the processes for
issuance and use of credit cards for official business of the District**

WHEREAS, the Board of Commissioners of King County Fire Protection District No. 39, King County, Washington) (the "District") adopted Resolution No. 442, dated February 19, 2009, authorizing the use of credit cards by certain designated officials and employees of the District; and

WHEREAS; The Board of Commissioners has determined the need to update and clarify its intentions regarding the use of and controls over credit cards for official business of the District;

NOW, THEREFORE, BE IT RESOLVED BY the Board of Commissioners of South King Fire & Rescue, as follows:

Section 1. The Fire Chief/Administrator, the Finance Officer, Chief Officers and certain Administrative Staff members designated by the Fire Chief/Administrator are authorized to use credit cards for official expenditures of the District subject to the credit limits of each card issued.

Section 2. The Fire Chief/Administrator and/or designee are authorized to establish credit limits for each approved user based on a determination of the business needs of the District.

Section 3. The Fire Chief/Administrator or designee is the coordinator for credit card applications and issuances and is responsible for ensuring that users provide sufficient documentation in support of credit card bills before they are paid.

Section 4. Officials, managers and employees to whom credit cards are distributed shall be responsible to ensure that cards under their control are used only for official business and shall provide evidence to that effect to Finance on Tuesday of each week. The use of District credit cards for personal expenditures is prohibited. Persons who use District credit cards for personal expenditures will be liable to the

District for all costs incurred and may be subject to disciplinary action. Persons to whom a credit card(s) is distributed shall acknowledge in writing their acceptance of the cards and their understanding and acceptance of the limitations on its use.

Section 5. The Fire Chief/Administrator or designee is responsible to review credit card transactions to ensure that they are for official business of the District.

ADOPTED by the Board of Fire Commissioners of South King Fire & Rescue, King County, Washington at a regular public meeting this 23rd day of June, 2015.



CHAIRMAN COMMISSIONER



VICE CHAIR/COMMISSIONER



COMMISSIONER



COMMISSIONER



COMMISSIONER

ATTEST:



Board Secretary

Resolution #503