

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

RESOLUTION 2017-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, AUTHORIZING CREDIT CARD USE AND LIMITS.

WHEREAS, local government agencies are authorized to use credit cards for official government purchases and acquisitions in accordance with WA State law (RCW 43.09.2855); and

WHEREAS, the Bainbridge Island Metropolitan Park & Recreation District has used credit cards for its purchases for many years as authorized by its Board of Commissioners and adopted in Resolution 2011-04 on April 21, 2011; Resolution 2011-14 on September 15, 2011; and Resolution 2012-19 on July 5, 2012; and

WHEREAS, it is now necessary to: 1) update and consolidate the provisions in these different resolutions into one resolution so all provisions for general credit card use are in one resolution, with the exception of gas credit cards which are addressed separately in Resolution 2016-07 adopted on June 2, 2016; and 2) increase the overall credit card limit for general credit card use from \$50,000 to \$75,000; and

WHEREAS, this credit card limit increase from \$50,000 to \$75,000 is needed because: 1) making purchases online is often more convenient and cost effective, and requires the use of a credit card; and 2) credit cards are used increasingly to make payments to vendors as opposed to having specific accounts with vendors; and 3) with the increased use of credit cards to pay for District expenses, departments are bumping up against the current credit card limit and are unable to make necessary purchases until the month is over; and

WHEREAS, procedures have been developed by the Administrative Services Director that outline credit card use including overall controls, designation of credit card coordinators for each department, authorized users of cards and responsibilities for use, tracking of credit card use and payment of statements; and

WHEREAS, credit card use by the Park District is limited to job related purchases and authorized travel, with cash advances prohibited in accordance with WA State law referenced in the above RCW; and

WHEREAS, this Resolution 2017-08 adopted below supersedes Resolutions 2011-04, 2011-14, and 2012-19 referenced above,

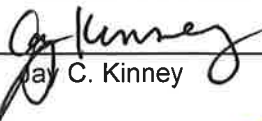
NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the provisions for general credit use be updated as follows:

1. The District's credit card vendor will be US Bank;
2. Visa credit cards will be issued as needed for various departments, each with a \$2000 daily limit and a \$2000/transaction limit (limits can be only increased for specific purposes by Administrative Services Director);
3. The total credit card limit for general credit card use will be increased from \$50,000 to \$75,000.

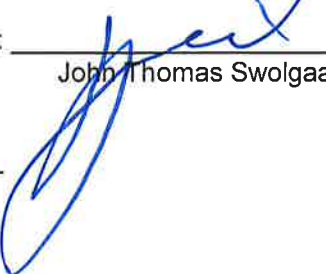
PASSED by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 18th day of May, 2017, the undersigned commissioners being present.

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

BY: 
Kenneth R. DeWitt

BY: 
Jay C. Kinney

BY: 
Kirk B. Robinson

BY: 
John Thomas Swolgaard

ATTEST: 
Lee Cross, Secretary