COWLITZ 911
Police • Fire • Medical

2025-003

RESOLUTION AUTHORIZING USE OF PURCHASE CARDS, AND RESCINDING RESOLUTION 2022-001

WHEREAS, on March 13, 2018, the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and,

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and,

WHEREAS, the use of purchase cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and,

WHEREAS, RCW 43.09.2855 establishes the conditions under which the Authority may authorize the use of purchase cards for official government purchases and acquisitions; and,

WHEREAS, RCW 42.24.115 establishes the conditions under which the Authority may authorize the use of purchase cards for the purposes of covering expenses incident to authorized travel; and,

WHEREAS, the Board of Directors previously authorized the use of purchase cards by Resolution 2022-001, and now desires to amend said authorization to reflect current practices and requirements.

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

Section 1, Definitions: As used in this Resolution, "Purchase Cards" means a card, device, or authorization issued pursuant to an agreement in which the issuer gives to the cardholder the privilege of obtaining credit from the issuer. This includes general-purpose credit, debit, prepaid, and merchant cards, as well as other forms of credit accounts, regardless of whether a physical card or device is issued. “Executive Director” includes any designated temporary or acting Executive Director. “Budget Finance Manager” includes any designated temporary or acting Budget Finance Manager

Section 2, Authorization: The Board authorizes the use of purchase cards. The Executive Director and Budget Finance Manager (unless otherwise limited in writing by the Board of Directors) shall

implement a system for the distribution, authorization and control, credit limits, and payment of bills related to the use of purchase cards or accounts subject to the following provisions:

A. Authorization and control: The Executive Director and Finance/Admin Specialist, including any designated temporary or acting Executive Director or Budget Finance Manager (unless otherwise limited in writing by the Board of Directors) shall develop and implement policies, procedures, and accounting controls to ensure the proper use of credit cards, and payment of purchase card bills. Cowlitz 911 policies, procedures, and accounting controls will conform to the requirements of RCW 42.24.080, 42.24.115, 42.24.180, and 43.09.2855, as well as any additional requirements imposed by the Washington State Auditor's Office or Cowlitz County Treasurer's Office.

B. Cash Advances Prohibited: Using purchase cards for cash advances or withdrawals, regardless of the purpose, is prohibited.

C. Credit Limits: The Executive Director (unless otherwise limited in writing by the Board of Directors) shall set credit limits on each purchase card issued. The maximum credit limit for general-purpose credit cards assigned in the Authority's name or the name of an employee may not exceed $10,000, with no single purchase to exceed $5,000. Any exception to the single purchase limit must be approved by the Executive Director. The maximum credit limit for purchase cards assigned to the Executive Director and Accounts Payable (unless otherwise limited in writing by the Board of Directors) may not exceed $25,000.

D. Distribution: Purchase Cards may be distributed to those officials and employees who, in the opinion of the Executive Director, including any designated temporary or acting Executive Director (unless otherwise limited in writing by the Board of Directors), have job responsibilities which would benefit or otherwise be facilitated using a purchase card.

E. Personal Use Prohibited: Authority purchase cards may only be used for Authority business. Personal use, even if the purchase is reimbursed prior to the bill's due date, is prohibited by law.

F. Unauthorized Charges: Any employee or official using an Authority-issued purchase card for non-Authority business shall be billed for all unauthorized charges and may be subject to discipline up to and including termination.

Section 3, Severability: If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

Section 4, Effective Date: This resolution shall become effective August 20th, upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Robert Huhta

ATTEST:

Clerk of the Board, Briana Harvill

APPROVED AS TO FORM:

General Counsel

RECOMMENDED FOR APPROVAL:

Darr Kirk, Executive Director