

BEFORE THE BOARD OF COLUMBIA COUNTY COMMISSIONERS

In the Matter of)
Establishing Procedures for Obtaining) **RESOLUTION 2021-31**
A County Credit Card)

Whereas Columbia County maintains business accounts for the purpose of travel, training, and individual department business expenses and the financial institutions have certain requirements for opening such accounts;

Whereas the Columbia County Auditor is responsible for establishing lines of credit (open vendor charge accounts and credit cards) with the merchants and financial institutions for the credit cards and open accounts of the County;

Whereas the Columbia County Auditor or designee is responsible for auditing credit card and open account transactions submitted by departments and ensuring sufficient budget authority exists for the proposed purchases.

Whereas the Columbia County Auditor is the authorized signatory and the responsible party for all warrants issued to pay these vendor invoices when submitted; unless otherwise delegated to a Chief Deputy Auditor.

Whereas the proper use of county credit cards and open charge accounts is outlined in the Employee Personnel Policy Book;

NOW, THEREFORE BE IT HEREBY RESOLVED the procedures for obtaining a credit card or open account are as follows:

- The Department Supervisor or Elected Official will verify with the County Auditor that sufficient budget authority and credit exists to meet to request for new credit cards or open accounts desired;
- Credit card purchases are limited to \$1,000.00 unless authorized by the Department Director or Elected Official. Recommended limits for credit cards when issued to individuals are as follows:

Department Director/Elected Official	\$5,000.00
Employee	\$1,000.00

When one card is issued for the entire department, the maximum limit will be evaluated on a case by case basis.

- Financial institution approvals will be documented in the minutes of the Board of County Commissioners. This will include the number of cards to be issued, to who and the limit authorized per individual or department. A copy of the minutes will be provided to the County Auditor;


- Application to the creditor will be made by the County Auditor. Cards when received will be distributed to the department head and further distributed as necessary.

PASSED AND ADOPTED by the Columbia County Board of Commissioners, State of Washington, on this 2nd day of August, 2021.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, WASHINGTON**



Ryan R. Rundell, Chairman



Charles L. Amerein, Commissioner



Marty J. Hall, Commissioner

Attest 

Virginia Schmidt
Clerk of the Board