

ORIGINAL

WP0467C-ORD
07/07/95

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 4780

AN ORDINANCE adopting a system for the issuance, use and control of credit cards by City officials and employees; adding a new Section 3.37.090 to Chapter 3.37 of the Bellevue City Code; and directing the Finance Director to adopt rules and procedures to implement such system.

WHEREAS, the City's Purchasing Manager and Finance Director find it essential for off hours operations of the City's emergency vehicles to utilize retail gasoline credit cards; and

WHEREAS, the City has obtained and authorized the use of a credit card by the City Manager because of the frequency with which unanticipated and necessary City business related expenses may be incurred; and

WHEREAS, the Purchasing Manager has been designated as the City's representative for establishing all credit arrangements and agreements with applicable vendors; and

WHEREAS, the State Legislature has recently enacted legislation which requires that any city which contracts for the issuance and use of credit cards must adopt a system for the distribution, authorization, credit limits, payment and control of such credit cards; now, therefore,

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES
ORDAIN AS FOLLOWS:

Section 1. A new Section 3.37.090 is added to Chapter 3.37 of the Bellevue City Code to read as follows:

3.37.090 Director - Credit cards.

A. The director of finance shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by City officials and employees:

1. Distribution. Credit cards may be distributed to those City officials and employees who, in the opinion of the Director or his designee, have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card.

ORIGINAL

WP0467C-ORD
07/07/95

2. Authorization and control. The director of finance shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.
3. Credit limits. The director of finance shall set credit limits on each credit card issued; provided, that in no event shall such credit limit exceed \$5000 for any individual credit card.
4. Payment of bills. The director of finance shall establish and implement a written procedure for the payment of all credit card bills.

- B. The director of finance is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section.

Section 2. This ordinance shall take effect and be in force five (5) days after its final passage and publication.

PASSED by the City Council this 17th day of July, 1995, and signed in authentication of its passage this 17th day of July, 1995.

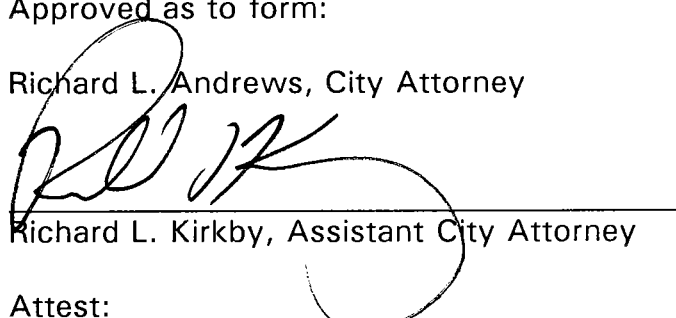
(SEAL)



Donald S. Davidson, DDS, Mayor

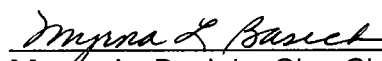
Approved as to form:

Richard L. Andrews, City Attorney



Richard L. Kirkby, Assistant City Attorney

Attest:



Myrna L. Basich, City Clerk

Published July 21, 1995