

**CITY OF GOLD BAR, WASHINGTON  
ORDINANCE #790**

**AN ORDINANCE FOR THE CITY OF GOLD BAR, WASHINGTON AMENDING THE  
PERSONNEL MANUAL RELATING TO CREDIT/DEBIT CARD USE**

**WHEREAS**, the personnel manual includes a policy setting use of credit/debit cards; and

**WHEREAS**, Resolution #24-09, as adopted, revised card usage from debit cards to credit cards and revised threshold amounts; and

**WHEREAS**, the personnel manual requires updating to comply with changes listed in the resolution; and

**WHEREAS**, the personnel manual states that transactions must be approved in advance and documentation given to the Clerk/Treasurer prior to transactions taking place; and

**WHEREAS**, that requirement is cumbersome for small day-to-day transactions;

**NOW THEREFORE, THE COUNCIL FOR THE CITY OF GOLD BAR ORDAINS** that the Personnel Manual be updated as follows.

**Section I, Title 39 – Credit/Debit Card Use Policy**

**Section II, Severability**

**Section III, Effective Date**

**Section I, Title 39 – Credit/Debit Card Use Policy**

Title 39, Credit/~~Debit~~ Card Use Policy

A. The purpose of this title is to establish a policy and procedure related to the distribution, authorization, control, and use of City credit and/or debit cards. ~~The City currently utilizes a debit card based on the ability to track transactions immediately rather than waiting for monthly statements.~~

B. The purpose of this title shall also be to establish credit limits and payments of bills related to City credit/~~debit~~ cards.

C. The City of Gold Bar finds that the use of credit/~~debit~~ cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

D. Setting up of Accounts: ~~The City Treasurer~~ Office Manager or designee will be responsible for setting up the City's credit/~~debit~~ card account(s) with an appropriate banking facility.

E. Credit/~~debit~~ cards will be limited to credit limits up to ~~\$5000~~ \$10,000. The Mayor may authorize a higher credit limit if deemed appropriate.

F. Distribution of credit/~~debit~~ cards: the number of cards issued per account will be determined by the City Treasurer or Mayor, keeping in mind the regularity of anticipated use and frequency of travel by City staff or officials.

G. Authorization and Control: ~~each supervisor~~ the Office Manager, or designee, will be responsible for the distribution and tracking of each credit/~~debit~~ card issued ~~to his or her department~~.

H. Payment of Bills: all receipts and associated documentation will be turned in to the City Treasurer or Public Works Director when incurred. ~~B~~ Billing statements will be sent to the City Treasurer who will reconcile statements and reimburse the ~~debit~~ credit card account monthly. Payment of any disallowed charges will be processed as stated in subsection 'K' below.

I. The process for charging a purchase to the ~~debit~~ credit card shall be as follows.

1. Transactions under one hundred dollars (\$100) daily will not require prior authorization. ~~must be approved in advance by the employee's supervisor.~~ Such small daily transactions must be documented by receipts turned in to the supervisor the same day the transaction takes place.

2. Transactions over one hundred dollars (\$100) daily shall require prior authorization, documented in writing, and documentation of that authorization along with receipts, turned in to the supervisor.

a. Fuel transactions are exempt from written prior authorization. Receipts must be turned in to the supervisor the same day as the transaction takes place. Fuel usage is tracked in an alternative authorization method by the public works director and clerk/treasurer.

~~2. Prior approval will be documented by the employee's supervisor and that documentation given to the Clerk/Treasurer.~~

~~3. Receipts shall be given to the Clerk/Treasurer on the same day the purchase is made.~~

3. Supervisors shall submit receipts and any required documentation to the Clerk/Treasurer.

4. The Clerk/Treasurer will file any required approvals and all receipts with the ~~debit~~ credit card statement and reconciliation.

5. Statements, reconciliations, and documentation shall be reviewed by the Finance Committee.

J. Personal charges: personal charges to City credit/~~debit~~ cards are not allowed.

K. Disallowed charges: credit/~~debit~~ cards may only be used for City business. Any employee using a City-issued credit/~~debit~~ card for non-City business shall be billed for all charges on the credit card, and the City Treasurer or his or her designee is directed and authorized to make payroll deductions to recover any unauthorized charges if the employee does not pay the charges prior to the time they are due. The amount due by the employee will include any accrued credit/~~debit~~ card interest and any penalties resulting from the charge.

L. Any employee that uses a card for non-City business may be subject to disciplinary action which may take the form of disciplinary letters in personnel files, or up to termination of employment.

~~L.~~ M. The Mayor, or supervisor, as appropriate, may bar any employee with a demonstrated history of charge card defaults, from using any City credit/~~debit~~ cards.

~~M.~~ N. Cash advances: cash advances on all City credit/~~debit~~ cards are prohibited.

## **Section II, Severability**

This ordinance is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

**Section III, Effective Date**

This ordinance shall take effect from, and after, its passage, approval, and publication as provided by law.

Passed by the Council for the City of Gold Bar on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest: \_\_\_\_\_, Steve Yarbrough, Mayor

Attest: \_\_\_\_\_, Lisa Stowe, Clerk/Treasurer

First Reading: \_\_\_\_\_

Posted: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed: \_\_\_\_\_