

RESOLUTION NO. 2015-11

**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD,
ADOPTING A REVISED CREDIT CARD POLICY**

WHEREAS, On July 16, 2013, the Authority Board adopted Resolution 2013-11 which created Mason Transit Authority's Credit Card Policy No. 401. Since the adoption of the resolution and use of the policy, MTA management has deemed it necessary to make minor adjustments. None of the adjustments affect the control of MTA's assets nor incur any further risk.

WHEREAS, RCW 43.09.2855 and RCW 42.24.115 authorized the use of credit cards for governmental purchases and acquisitions, as well as expenses incident to authorized travel, provided a system relating to the distribution, authorization, credit limits, payment and control of the use of such credit cards is established and adopted.

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Revised Credit Card Policy No. 401 which is attached hereto and incorporated herein be accepted and adopted.

Dated this 21st day of July, 2015.

Mike Olsen, Chair



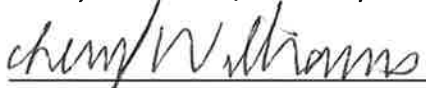
Ginny Beech, Authority Member



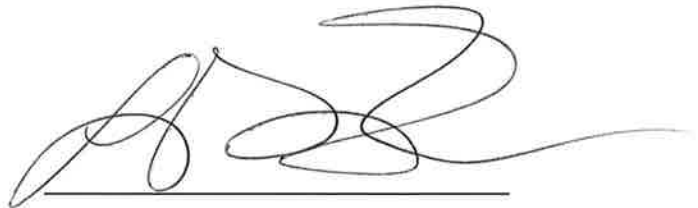
Terri Jeffreys, Authority Member



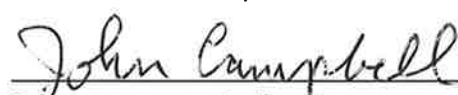
Randy Neatherlin, Authority Member



Cheryl Williams, Authority Member



Deborah Petersen, Vice-Chair



John Campbell, Authority Member

Rick Johnson, Authority Member

Tim Sheldon, Authority Member

APPROVED AS TO CONTENT: 

Brad Patterson, General Manager

APPROVED AS TO FORM: 

Robert W. Johnson, Legal Counsel

ATTEST: 

Jeri A. Wood, Clerk of the Board

DATE: 7/21/15



Title:	Credit Card Policy
Number:	401
Effective:	August 1, 2013
Revised:	July 21, 2015
Cancel:	N/A
Prepared by:	Danette Brannin, Finance Manager
Approved by:	Authority Board Resolution No. 2015-11

POL-401 CREDIT CARD POLICY

The purpose of this policy is to establish guidelines and to authorize Mason Transit Authority's policy on the use of agency credit cards to transact official agency purchases, acquisitions and authorized travel expenses.

1.0 Authority

Mason Transit Authority (MTA) is authorized to use credit cards for official MTA purchases and acquisitions as set forth in RCW 43.09.2855 and pursuant of policies and procedures adopted by the Mason Transit Authority Board or the Mason Transit Authority Leadership Team when so designated by Board Authority.

2.0 Distribution

Credit cards may be distributed to those employees who have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card. MTA credit cards are issued at the discretion of the General Manager and Finance Manager.

3.0 Authorization and Control

The Finance Manager shall develop and implement procedures and accounting controls as set forth to ensure the proper usage of credit cards. The Finance Manager is responsible for administration of the cards to include, but not limited to, selection of the card provider, payment of credit card bills, managing the issuance of cards and ensuring proper use.

The use of a credit card does not relieve the cardholder from complying with other MTA policies and procedures. The card is not intended to replace effective procurement planning which can result in more efficient use of MTA's resources.

4.0 Credit Limit

The credit limits for each assigned MTA credit card shall be \$2,500, except for the Maintenance Manager, Operations Manager, and IT Technician which shall have a credit card limit of \$5,000.



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5.0 Authorized Card Use

Cardholders are authorized to use the card to purchase merchandise, make travel arrangements, conference and training registrations, services and other ordinary, necessary, reasonable, and usual expenses required as a function of their duties at MTA.

Purchases made with a credit card may be made in-store, by telephone, fax, Internet or mail. All purchase policies and procedures must be followed.

Receipts must be submitted to Finance Team for all purchases.

Credit cards may be used by the assigned individuals for official travel-related expenses (such as hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency MTA vehicle repairs) as authorized in advance by the General Manager or Team Manager and in compliance with all MTA travel policies.

If a credit card is used for the purpose of covering expenses relating to authorized travel, receipts must be submitted with a Purchase Log and fully itemized travel expense reimbursement, if applicable, within ten (10) days of returning from such travel. Any charges on the credit card not properly identified on the Purchase Log or found to be not allowed after an audit (as required by RCW 42.24080) shall be paid back to MTA by the individual user by check or payroll deduction. (See Unauthorized and Inappropriate Card Use.)

A credit card may only be used by the cardholder unless approved by the Finance Manager or Team Manager.

6.0 Card Restrictions

The following uses will be considered an unauthorized purchase or use:

- Cash advances of any kind.
- Personal purchases of any kind, even if the cardholder intends to reimburse MTA.
- Items for non-MTA purposes.



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- Food and beverages for an individual employee, unless authorization is pre-approved for food and non-alcoholic beverages for business-related meetings and travel in compliance with MTA’s policies for Meetings and Meals and Travel.
- Alcoholic beverages.
- Relocation, entertainment and recreation expenses.

7.0 Unauthorized and/or Inappropriate Card Use

The act of obtaining a MTA credit card does not indicate pre-approval of purchases or expenditures/expenses. Any charges against MTA’s credit card not properly identified on the Purchase Log or not properly allowed following an audit of travel expenses shall be paid back by the employee. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the cardholder shall not use any MTA credit card until disallowed charges are reimbursed. The cardholder may also be subject to disciplinary action as described below.

8.0 Disciplinary Action

Cardholders who make an unauthorized purchase with the card or use the card in an inappropriate manner will be subject to revocation of the credit card and subject to disciplinary action up to and including termination of employment with MTA, criminal prosecution, and restitution to MTA for unauthorized purchases.

9.0 Return of Credit Card

Employees shall return all MTA credit cards at the request of the General Manager and/or Finance Manager, or upon separation of employment.

10.0 Responsibility And Accountability

All cardholders must sign the Credit Card User Agreement form and adhere to all responsibilities and accountability set forth in MTA purchasing policies and procedures.

Cardholders are responsible and accountable for the expenses charged on the card in their name. Failure to provide proper receipts and documentation of

See Also: PRO 401; POL-402; PRO-402



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charges, non-authorized usage or not adhering to policies and procedures may result in the user being responsible for the charge.

Safeguard the credit card and account number at all times when in possession; report lost or stolen credit cards immediately to the Finance Team and credit card agency.