CITY OF SAMMAMISH
WASHINGTON
ORDINANCE No. O2009-260

AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON, AMENDING ORDINANCE NO. O2001-79, ADOPTING A SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES, FOR THE PURPOSE OF INCREASING THE MAXIMUM CREDIT LIMIT AND ADDING A SECTION COVERING PAYMENT OF BILLS.

WHEREAS, the City Council adopted Ordinance No. O2001-79, adopting a system for the issuance, use and control of credit cards by City officials and employees; and

WHEREAS, the credit limit of $2,500 per card adopted in 2001 is no longer adequate to meet the City’s credit card use needs; and

WHEREAS, RCW 43.09.2855 requires the legislative body to adopt policies governing payment of credit cards in addition to the previously adopted policies governing credit cards;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1A4. Credit Limits. The City Manager or his/her designee shall set credit limits on each card issued subject to the approval of the City Council. The credit card limit shall not exceed $10,000 for any individual credit card. The limit may be temporarily revised by the City Manager or the Finance Director to accommodate purchases made under special circumstances such as emergency repairs, disaster responses, extended business travel, and other infrequent or unusual situations.

Section 1A8. Payment of Bills. The Finance Department will pay the credit card bills after receiving the necessary documentation and authorized signatures from the credit card holders.

Section 3. This Ordinance shall take effect and be in full force five (5) days after the date of its publication, as required by law.
ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THIS 2ND DAY OF JUNE, 2009.

CITY OF SAMMAMISH

[Signature]
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

[Signature]
Melonie Anderson, City Clerk

Approved as to form:

[Signature]
Bruce L. Disend, City Attorney

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