

**BEFORE THE BOARD OF LEWIS COUNTY PUBLIC FACILITIES DISTRICT  
DIRECTORS OF LEWIS COUNTY, WASHINGTON**

IN RE:            IN THE MATTER OF AUTHORIZING THE            )  
                      TREASURER OF THE PUBLIC FACILTIEIS    ) RESOLUTION 2012-001  
                      DISTRICT OF LEWIS COUNTY TO OBTAIN        )  
                      A CREDIT CARD                                    )

WHEREAS, the Public Facilities District of Lewis County finds it necessary from time to time to purchase supplies and to pay obligations via online transactions, and;

WHEREAS, the Public Facilities District of Lewis County has a checking account at West Coast Bank of Chehalis; and,

WHEREAS, West Coast Bank is willing to issue a credit card to the Public Facilities District in the Treasurer's name; and

WHEREAS, the Public Facilities District Board finds that it is more desirable to provide a credit card for this occasional activity rather than requiring the Treasurer to personally pay the obligation and subsequently request reimbursement,

NOW THEREFORE BE IT RESOLVED that it is hereby established that the Treasurer has the authority to establish a credit card account for the Public Facilities District with West Coast Bank of Chehalis.

AND BE IT FURTHER RESOLVED AS FOLLOWS:

Section 1. Identification of Authorized Users. The District Treasurer shall be the only person authorized to use the District credit card, unless other District personnel are officially authorized by the Board in future.

Section 2. Control of Credit Cards. The credit card shall be kept by the Treasurer in his/her possession or in accordance with the protocols of the Lewis County Treasurer's Office.

**Section 3. Use of Credit Cards.** All credit cards shall be used solely for District purposes. Such purposes shall include the purchase of District office supplies, the payment of copying charges for printed materials used by the District, the acquisition of required materials or services from on-line vendors, the payment of toll and long distance telephone calls made for District business, the purchase of meals while on duty and directly related to the transaction of District business, expenses related to authorized travel, meetings and other such similar uses necessary to carry out District business. This authorization to use credit cards shall not supersede other statutory requirements applicable to District purchases, and the District shall comply with all such requirements.

**Section 4. Payment of Credit Card Bills.** All credit card bills shall be paid when due. All payment vouchers for credit card bills shall be reviewed and signed by an officer of the board. The Board shall, at the first regularly scheduled meeting each month, review the credit card bill as part of the monthly financial report and review. If the Board determines that an item on a credit card bill may have been improperly charged to a District credit card for merchandise or services not attributable to District business, the employee responsible for such charge shall be informed and shall be responsible for such charge, unless it can be established that the charge was incurred for District business.

DONE IN OPEN SESSION this 24<sup>th</sup> day of April, 2012

ATTEST:

OFFICERS OF THE BOARD OF LCPFD  
LEWIS COUNTY, WASHINGTON

  
Clerk of the Board *Secretary*

  
Todd Chaput, Chair

  
~~Peter Corwin, Secretary~~  
*Clerk of the Board*