

PORT OF COUPEVILLE
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 228

A Resolution of the Board of Commissioners of the Port of Coupeville establishing the rules and regulations governing the issuance and distribution of a Port of Coupeville Credit Card, the credit limits available on the credit card, the payment of credit card bills, and the implementation and administration of the credit card system as required by the Revised Code of Washington section 43.09.2855. As used in this resolution, "credit card" means a card or device issued under an arrangement pursuant to which the issuer gives to a cardholder the privilege of obtaining credit from the issuer.

WHEREAS, the Board of Commissioners previously approved Resolution 209 that called for the Port staff to create a policy and procedures for credit card use that comply with the provisions of RCW 43.09.2855 and other RCW citations related thereto.

BE IT RESOLVED by the Board of Commissioners of the Port of Coupeville as follows:

The Port of Coupeville will maintain one credit card account for the purposes of obtaining services, supplies, or materials that are necessary for the safe operation of the Port's facilities or the efficient conduct of the Port's business.

The use of the Port credit card will be minimized and used primarily in those instances when services, supplies, or materials cannot be obtained and invoiced to the Port. The Port credit card will not be used simply as a matter of convenience.

The credit card may also be used for emergency purchases when delays incurred by other billing methods will impact the safe operation of Coupeville Wharf or Greenbank Farm, or significantly degrade the Port's ability to conduct business or operate its facilities.

The President of the Board of Commissioners will approve all authorized users of the Port credit card by signed letter to the bank holding the account. Until such time as this resolution is amended, authorized users of the credit card will be limited to the Executive Director of the Port of Coupeville.

The Port will be issued one credit card that will be controlled by the Executive Director. The credit limit of the card will be a maximum of three thousand dollars.

The Executive Director will make and record all purchases, retain all receipts, and reconcile the credit card bill with recorded purchases prior to providing the bill and receipts to the Port accountant and bookkeeper. The Port's accountant will prepare

a payment voucher for approval by the Board of Commissioners at the regular monthly meeting.

The Port credit card will not be used for:

- Personal purchases
- Cash advances of any kind
- Payment of invoices or statements received by the Port

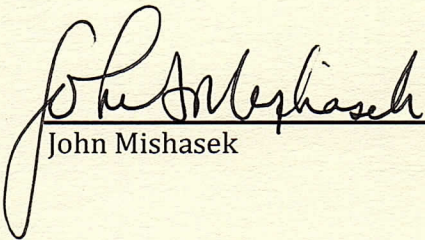
The Port credit card will be surrendered immediately if used in a manner inconsistent with Port policies or procedures.

The Port auditor will review credit card purchases for compliance with this resolution. Unauthorized charges discovered during the audit shall be disallowed and paid by the Port employee that incurred the debt.

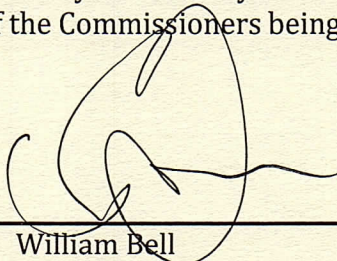
This credit card system adopted by the Board of Commissioners of the Port of Coupeville is subject to examination by the state auditor's office pursuant to RCW 43.09.

This resolution supplants and rescinds Port of Coupeville Resolution 216.

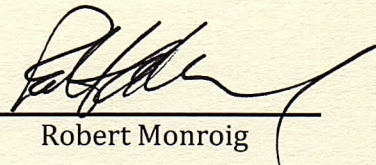
ADOPTED by the Board of Commissioners of the Port of Coupeville at the regular public meeting thereof held this 8th day of February 2017 and duly authenticated in open session by the signatures of the Commissioners being present and voting.



John Mishasek

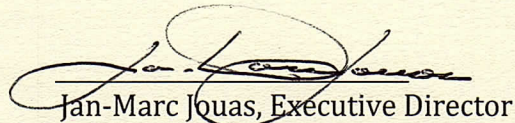


William Bell



Robert Monroig

Attest: This 8th day of February, 2017



Jan-Marc Jouas, Executive Director