

ORDINANCE NO. 368

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING SECTION 3.10.020, CITY CREDIT CARDS, OF THE UNIVERSITY PLACE MUNICIPAL CODE TO AMEND CREDIT CARD LIMITS

WHEREAS, Section 3.10.020, City Credit Cards, of the University Place Municipal Code authorized the use of credit cards for official government purchases and acquisitions; and

WHEREAS, the City Council wishes to amend Section 3.10.020, City Credit Cards, of the University Place Municipal Code; and

WHEREAS, the wording in Section 3.10.020, City Credit Cards, of the University Place Municipal Code, needs amended to increase the credit card limits with written approval by the City Manager; NOW, THEREFORE:

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amending Section 3.10.020 of the University Place Municipal Code. Section 3.10.020 of the University Place Municipal Code is hereby amended as follows:

Section 3.10.020 Distribution, authorization and control, credit limits and payment of bills.

- A. Distribution. Credit cards may be distributed to those city officials and employees who, in the opinion of the City Manager, or his/her designee, have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card.
- B. Authorization and Control. The City Manager or his/her designee, shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.
- C. Credit Limits. The City Manager, or his/her designee, shall set credit limits on each credit card issued; ~~provided, that in no event shall such~~ The credit limit shall not exceed \$2,500 for any individual credit card without written approval of the City Manager. In no event shall such credit limit exceed \$5,000. Cash advances on credit cards are specifically prohibited by law.
- D. Payment of Bills. The City Manager, or his/her designee, shall establish and implement a written procedure for the payment of all credit card bills.

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances by a court of competent jurisdiction shall not be affected.

Section 3. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be effective five (5) days after its publication.

PASSED BY THE CITY COUNCIL ON JANUARY 6, 2003.




Jean Brooks, Mayor

ATTEST:



Catrina Craig, City Clerk

APPROVED AS TO FORM:



Timothy X. Sullivan, City Attorney

Published: 1-9-03
Effective: 1-14-03

OFFICIAL DOCUMENT