

**ORDINANCE NO. 106**

**AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, AUTHORIZING THE USE OF CREDIT  
CARDS FOR OFFICIAL GOVERNMENT PURCHASES AND  
ACQUISITIONS PURSUANT TO RCW 39.58.180**

WHEREAS, the Laws of the State of Washington authorize the use of credit cards by local governments;

WHEREAS, the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and the State Legislature has found that local governments should consider and use credit cards when appropriate; and

WHEREAS, it is the desire of the City Council of the City of University Place, Washington, to permit the use of credit cards for official government purchases and acquisitions; NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Use of credit cards for purchases or acquisitions. City departments of the City of University Place, Washington are authorized to use credit cards for official government purchases and acquisitions.

Section 2. Distribution, authorization and control, credit limits and payment of bills related to the issue of credit cards by City officials and employees:

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.

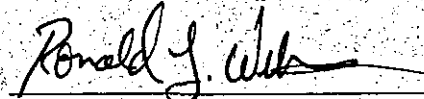
B. Authorization and control. The City Manager or his/her designee shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.

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 credit limit exceed \$2500 for any individual credit card. 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 3. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in official newspaper of the City. This ordinance shall be effective fives days after its publication.

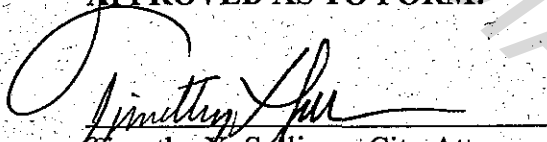
PASSED BY THE CITY COUNCIL ON JULY 1, 1996.

  
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Ronald L. Williams, Mayor

ATTEST:

  
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Susan Matthew, City Clerk

APPROVED AS TO FORM:

  
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Timothy K. Sullivan, City Attorney

Date of Publication: 07-03-96  
Effective Date: 07-08-96