



King County

**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

September 15, 2009

**Ordinance 16651**

**Proposed No.** 2009-0406.1

**Sponsors** Gossett

1 AN ORDINANCE relating to the use of credit cards for  
 2 procurement of goods and services for King County  
 3 purposes; and adding a new section to K.C.C. chapter 4.16.  
 4

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 NEW SECTION. SECTION 1. There is hereby added to K.C.C. chapter 4.16 a  
 7 new section to read as follows:

8 A. The manager shall implement the following system for the authorization,  
 9 distribution, control, implementation and administration of credit cards by officers and  
 10 employees:

11 1. Credit cards may be distributed to those county officers and employees who,  
 12 in the opinion of the manager, have job responsibilities that would benefit from, or  
 13 otherwise be facilitated by, the use of a credit card;

14 2. Credit cards may only be used for purchases or acquisitions the user would be  
 15 authorized to make with county cash, purchase order, or voucher;

16 3. Credit cards may not be used for cash advances;

17           4. The manager shall develop and implement policies and procedures and  
18 accounting controls to ensure the proper usage of credit cards and credit card funds  
19 including compliance with county code and county purchasing policies and procedures;

20           5. Credit cards may be required to be immediately surrendered if used in a  
21 manner inconsistent with county code or county policies or procedures;

22           6. The manager shall set credit limits on each credit card issued; and

23           7. The manager shall establish and implement a written procedure for the  
24 payment of all credit card bills.

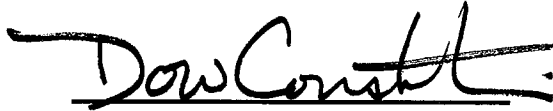
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26 B. The manager may adopt any additional policies and procedures the manager  
27 determines are necessary to implement, and are not inconsistent with, this chapter.  
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Ordinance 16651 was introduced on 8/17/2009 and passed by the Metropolitan King  
County Council on 9/14/2009, by the following vote:

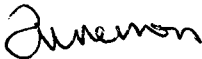
Yes: 9 - Mr. Constantine, Mr. Ferguson, Ms. Hague, Ms. Lambert, Mr. von  
Reichbauer, Mr. Gossett, Mr. Phillips, Ms. Patterson and Mr. Dunn  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 17 day of September, 2009.



Kurt Triplett, County Executive

Attachments None

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KING COUNTY COUNCIL  
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