

**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
RESOLUTION NO. 694**

A resolution of the Grays Harbor Council of Governments  
(GHCOG) amending established credit card policies.

**WHEREAS**, the GHCOG maintains an Agency credit card as approved by the Board to facilitate staff in business and day-to-day operations; and,

**WHEREAS**, through the adoption of established credit card policies governing the authority, distribution, and use of those cards, GHCOG complies with the requirements of the Washington State Auditor’s Office; and,

**WHEREAS**, it has become necessary to update the existing policy to meet current needs and facilitate day-today operations; and

**WHEREAS**, the GHCOG Board has been presented with the proposed amendments and the justification for said amendments;

**NOW THEREFORE, BE IT RESOLVED** the GHCOG hereby adopts the amended GHCOG credit card policies which are attached hereto and incorporated herein by this reference. Resolution number 694 supersedes all previous policy versions.

**APPROVED AND ADOPTED this 20th day of March, 2025.**

ATTEST: \_\_\_\_\_  
Vicki Cummings, Executive Director

\_\_\_\_\_  
Troy Meyers, Council Chair

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member



**Justification for Resolution #694  
Amending GHCOC Credit Card Policy**

**ACTION:** Amend the Grays Harbor Council of Governments Credit Card Policy.

**JUSTIFICATION:** The initial Policy was adopted in 2009 with minor amendments in 2020. Sections of the current policy have become outdated and are creating barriers to meeting our needs.

- Equipment and software costs have increased dramatically. The financial limits placed on Agency cards create a barrier to purchasing.
- Ability to purchase capital equipment and software online is necessary. This is prohibited by current policy.
- Ability to pay for invoices and statements on time so as not to incur late charges is necessary. This is prohibited by current policy.
- The detailing of consequences for improper card use has been clarified and expanded.
- Minor revisions are added for clarity.

**RECOMMENDATIONS:**

- Increase the credit limit on the Executive Director's card from \$2,000 to \$5,000.
- Delete the text prohibiting the purchase of capital equipment.
- Delete the text prohibiting the payment of invoices and statements.
- Add text clarifying the consequences of improper card use.
- Clarify vague wording.

**Approve GHCOC credit card policy as amended.**

**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS  
CREDIT CARD POLICY AND PROCEDURE  
Approved 03/2009  
Amended 7/16/2020  
Amended \_\_\_\_\_ Reso # \_\_\_\_\_**

[RCW 43.09.2855](#) authorizes local governments to use and contract for the issuance of credit cards for “official government purchases and acquisitions”

**1.0 PURPOSE**

To authorize the Grays Harbor Council of Governments (GHCOG) policy on the use of credit cards to transact official GHCOG business.

**2.0 ELIGIBILITY**

All regular status GHCOG employees are eligible to receive a credit card if authorized by the Executive Director. Credit cards may be checked out by the employees who are authorized to obtain a card because their job responsibilities would be facilitated by the use of a credit card, and such use would benefit the GHCOG. Credit cards must be returned to the Executive Director as soon after use as possible. *The act of obtaining a credit card does not indicate pre-approval of expenses.*

**3.0 POLICY AND PROCEDURE**

A. The Administrative Sub-Council has authorized the Executive Director to implement a policy for the use, distribution, authorization and control of GHCOG credit cards.

**USES:** The Executive Director authorizes the use of credit cards for the following:

- Travel – Credit cards may be used by GHCOG employees when in travel status on official GHCOG business travel related expenses such as hotel, parking, modes of travel and meal costs.
- Registrations – Credit cards may be used by GHCOG employees for conference and class registrations related to official GHCOG business, only after approval from the ~~Administrative Sub-Council~~ Executive Director. Out-of-state travel and out-of-state registrations require Administrative Sub-Council approval.

- Purchases – Credit cards may be used by GHCOG employees for ordering supplies under \$500.00 for GHCOG purposes, when approved by the Executive Director.
- Credit Limit – The credit limit for each employee assigned credit card shall be set at \$2,000. The credit limit for the Executive Director’s assigned credit card shall be set at \$5,000.00. Card limits can be temporarily raised for travel or specific authorized purchases, as deemed necessary by the Executive Director with approval from the Administrative Sub-Council. The request must be submitted in writing with a Purchase Request Form and signed by Administrative Sub Council members. GHCOG credit cards shall not be used for cash advances or personal purchases.

**DISTRIBUTION:** The Executive Director will approve credit cards for staff identified as needing a GHCOG credit card to perform their work duties. Cards issued to an employee are to be used exclusively by that employee and shall not transferred or lent to any other individual.

**AUTHORIZATION:** The Executive Director will authorize employees to have cards issued in their name.

**CONTROL:** Employees will sign a Credit Card User Agreement [see Attachment A] for cards issued permanently in the employee’s name. Credit cards should be treated with extreme care in the same manner as a personal credit card. Credit cards will be locked in the office petty cash box when not in use.

- B. The Executive Director is responsible for managing the issuance of cards and ensuring proper use; the Office Coordinator is responsible for payment of credit card bills.

~~**SELECTION:** The Administrative Sub-Council will approve the credit card provider for the GHCOG.~~

**PAYMENT:** The Office Coordinator will ensure timely payment and processing of all credit card bills presented.

~~**ISSUANCE:** The Executive Director will ensure cards are not issued until approved by the Administrative Sub-Council and a Credit Card User Agreement is signed by the employee.~~

- The Executive Director will approve the Credit Card User Agreement.
- The Executive Director is responsible for collecting and terminating GHCOG credit cards for any employee leaving GHCOG employment.
- All lost or stolen credit cards must be reported to the Executive Director immediately. It is the responsibility of the cardholder to immediately

report a lost, stolen or compromised card directly to the US Bank Customer Service at 1.800.344.5696.

- C. The Executive Director will ensure that all cards are used in accordance with this policy. Any misuse will be reported to the Executive Director.

**ENSURE PROPER USE:** Credit cards ~~may~~ **shall not** be used for:

- **Personal purchases of any kind.**
- Cash advances.
- Money orders/Travelers Checks/gift cards.
- Expenses incurred by a spouse, family member, or other person not authorized under the Agency's policies.
- Alcoholic beverages.
- Celebrations, meals, refreshments, or employee events when not consistent with agency policy.
- Gifts or flowers for another employee that would run afoul of state laws against gifts of public funds.
- Purchase of services [i.e. consultant fees, temporary help, equipment repair, etc.]
- ~~Purchase of capital equipment~~
- ~~Payment of other invoices or statements~~
- Fuel for privately owned vehicles.
- Charges made outside an employee's ~~approval authority~~ pre-approved spending authority.
- "Split transactions" in which a cardholder arranges for a vendor to split a large transaction into multiple smaller transactions (for instance, to get around the per-transaction credit limit).

- D. No one is authorized to use an official Agency credit card for personal (non-official) expenses under any circumstances, even if reimbursement to the Agency is immediate.**

**IMPROPER USE:** Any employee using a GHCOG issued credit card for non-Agency business or personal use may be subject to disciplinary action and shall be billed by the Agency for all unauthorized charges. Disallowed charges, or charges not properly identified, will be paid by the employee before the credit card billing is due. GHCOG may withhold any amounts from funds owed to the employee at fault.

Any employee with a demonstrated history of charge card defaults shall be barred from using GHCOG credit cards by the Executive Director, as appropriate. The Executive Director and the Administrative Sub-Council retain authority to pursue further action if warranted.

- E. Employees authorized to use GHCOG credit cards are responsible for providing all necessary documentation to process payment on a timely basis.
- Employees will submit credit card receipts no later than five (5) business days after the purchase date, or within two (2) business days of return from travel status.
  - Employees will submit delivery receipts no later than two (2) business days after the date merchandise is received.
  - Employees will document Internet purchases by printing out the purchase confirmation page from the vendor's website or vendor's confirmation email.
  - Employees will document phone purchases by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.).
  - If interest or late fees are incurred as a result of an employee's failure to submit necessary documentation in a timely manner, the employee will be held responsible for payment of those fees and payment may be withheld from the employee's pay.

A credit card receipt ~~generated by a credit terminal~~ that is not itemized and only shows a total amount is not sufficient documentation to confirm an authorized expenditure. A traditional receipt itemizing the goods or services purchased is necessary for audit purposes.

- F. Any exceptions to this policy must be approved by the Executive Director in advance.
- G. The Executive Director will disallow use of GHCOG credit cards by any employee for violation or misuse of the credit card in accordance with this policy.



**ATTACHMENT A  
CREDIT CARD USER AGREEMENT**

I, \_\_\_\_\_, as an employee of the Grays Harbor Council of Governments, accept personal responsibility for the safeguard and proper use of Grays Harbor Council of Governments credit card No. \_\_\_\_\_ which has been assigned to me for use in the performance of my job in accordance with the terms outlined below.

- Credit cards ~~are to~~ may be used ~~solely~~ for pre-approved travel-related business expenses (within and outside Grays Harbor County) and conference/class registrations incurred by the assigned individual only.
- Credit cards may be used for purchasing supplies up to \$500.00.

**I have read, understand, and agree to uphold the credit card policies and procedures.**

I understand the Executive Director will disallow my use of a GHCOG credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use the card I am adhering to the following statement:

- “I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the GHCOG credit card and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director or Chairman \_\_\_\_\_  
Date