



Resolution No. R2019-10

New Credit Card Policy

Meeting:	Date:	Type of action:	Staff contact:
Executive Committee	04/04/2019	Cancelled	Tracy Butler, CFO
Board	04/25/2019	Final Action	Jessica Jaeger, Director of Finance Operations Marla McAlpine, Accounting Operations Manager

Proposed action

Adopts a new Credit Card Policy and supersedes Resolution No. 98-6.

Key features summary

- Under RCW 43.09.2855 the agency is allowed to contract for the issuance of credit cards but the Board must establish a system for the distribution and use of credit cards.
- This policy delegates authority to the CEO to establish, implement, and maintain the necessary procedures and systems for credit card use and complies with state requirements.
- The policy will allow the agency to continue using credit cards for official agency purchases, including the use of purchase cards, travel cards, and fleet cards.
- This policy reflects consistent procedures and practices with the credit cards currently issued.

Background

In 1998, the Board adopted Resolution No. 98-6 to adopt a system for credit card use by the agency. This new Credit Card Policy will further clarify requirements around the agency's use of credit cards pursuant to RCW 43.09.2855 and allow the agency to continue using credit cards for official agency purchases. Sound Transit currently uses purchase cards for acquisition of miscellaneous items, travel cards for travel and airfare expenses, and fleet cards for gasoline purchases and similar expenses.

Fiscal information

The updated policy has no budget or financial impact.

Small business participation and apprenticeship utilization

Not applicable to this action.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would not create a significant impact.

Prior Board/Committee actions

Resolution No. 98-6: Amended Resolution No. 98 authorizing a contract for the issuance and use of credit cards for official government purchases and acquisitions, and adopting a system for credit card use by the RTA.

Resolution No. 98: Authorized a contract for the issuance and use of credit cards for official government purchases and acquisitions, and adopted a system for credit card use by the RTA.

Environmental review – KH 3/25/19

Legal review – AJP 3/28/19



Resolution No. R2019-10

Credit Card Policy

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority adopting a Credit Card Policy and superseding Resolution No. 98-6.

WHEREAS, the Central Puget Sound Regional Transit Authority, commonly known as Sound Transit, was formed under chapters 81.104 and 81.112 of the Revised Code of Washington (RCW) for the Pierce, King and Snohomish Counties region by action of their respective county councils pursuant to RCW 81.112.030; and

WHEREAS, Sound Transit is authorized to plan, construct and permanently operate a high-capacity system of transportation infrastructure and services to meet regional public transportation needs in the Central Puget Sound region; and

WHEREAS, in general elections held within the Sound Transit district on November 5, 1996, November 4, 2008 and November 8, 2016, voters approved local funding to implement a regional high-capacity transportation system for the Central Puget Sound region; and

WHEREAS, RCW 43.09.2855 allows the agency to contract for issuance of credit cards and requires the Board to establish a system for the distribution and use of credit cards; and

WHEREAS, pursuant to RCW 43.09.2855(3), Sound Transit has developed a financial control system establishing policies, rules and procedures necessary for the (a) distribution, (b) authorization and control of the use of credit card funds, (c) establishment of credit limits, (d) bill payment, and (e) implementation and administration of credit card use by Sound Transit.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that Resolution No. 98-6 is hereby superseded with a Credit Card Policy, which is hereby adopted as follows:

1.0 Scope

1.1 This policy authorizes the use of credit cards for official agency purchases and acquisitions.

2.0 Policy

2.1 Sound Transit is committed to ensuring proper controls and complying with legal regulations and industry best practices for use of credit cards to prevent misuse of cards.

2.2 The chief executive officer will establish, implement and maintain the necessary procedures and systems for the distribution of credit cards, authorization and control of the use of credit card funds, credit limits available on credit cards, and payment of bills necessary to comply with the commitments in 2.1 of this policy and RCW 43.09.2855.

2.3 Every purchase must be made according to applicable finance and procurement requirements and procedures.

3.0 References

3.1 Resolution No. R2018-40 Procurement, Agreements and Delegated Authority Policy

3.2 Resolution No. 81-2 Code of Ethics

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 25, 2019.



Paul Roberts
Board Vice Chair

Attest:



Kathryn Flores
Board Administrator