

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5600-25-01 LGL 2004-0019
TITLE: PURCHASING CARD PROGRAM EFFECTIVE DATE: November 18, 1997 REVISION DATE: July 21, 2025	

1.0 GENERAL

1.1 This document sets forth the City's policy by which the City will conduct the Purchasing Card Program.

1.2 Any questions or comments should be directed to the Accounting Department.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments. The Library department follows the City's purchasing card policy as it applies beyond the Library's procurement policy.

3.0 REFERENCES

Centralized Fleet Management Admin Policy 5100-11-02
Purchasing Admin Policy 5600-19-03
Travel Admin Policy 0410-21-4
Uniform Guidance [2 CFR 200.320\(a\)\(1\)\(ii\)](#).

4.0 DEFINITIONS

“Approving Supervisor” is an individual who is the first level of review and approves a Cardholder's monthly charges on their account as being reasonably necessary and an allowable business expense.

“Business Expense” is an expense that has been deemed appropriate to the circumstances regarding the purchase and was done so with the best interest of the City and its citizens (see Admin Policy 5600-24-04)

“Cardholder” is a full-time permanent City employee who has been authorized to make purchases in accordance with the established policies and procedures of the City.

“Micro Purchases” means the acquisition of supplies (goods) or services without competitive solicitation, the aggregate dollar amount which does not exceed the micro-purchase threshold when using federal dollars per Uniform Guidance [2 CFR 200.320\(a\)\(1\)](#).

“Public Works” as defined RCW 39.04.010 and SMC 07.06.080, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

“Purchasing Card Administrator” means the person responsible for all Purchasing Card Program details, including all Cardholder inquiries. This person will act as the liaison between the Bank and the City’s designated Purchasing Card Coordinator’s citywide.

“Purchasing Card Coordinator” means department level person in charge making sure all charges are coded correctly, and correct receipts are attached before being approved.

“Purchasing Card Program” means the process in which individuals can apply for a Purchasing Card to use for small necessary purchases.

“Purchasing Limit” a set dollar limit for both a single per transaction and per month limitations are assigned to each Cardholder. The limitations may vary depending on the card usage. The standard single transaction limit is \$1,000 and the monthly limit is \$5,000. Any deviations from the standard limitations must be pre-approved by the department head and the Director of Accounting.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to allow employees to make small purchases via the use of Purchasing Cards. The Purchasing Card Program allows the City to gather and manage accounting information needed from credit card transactions after a charge has taken place. Purchasing cards are designed to provide a convenient and efficient method of procuring low value goods and services. City users will be able to make these small purchases simply and easily when a need arises. Purchasing Cards will reduce costs associated with processing requisitions, purchase orders and accounts payable, while creating good business relations with suppliers by speeding up payments to them. These efficiencies will allow all groups and

individuals involved to be more effective and focused on the value-added aspect of their jobs.

5.2 Cardholder Eligibility.

5.2.1 If you are designated as an “Approver” you cannot be a cardholder.

5.2.2 A purchasing card applicant must already be established as a Department Buyer in good standing with the Purchasing Department. The applicant must provide their buyer number.

5.2.3 Purchasing Cards can be issued to authorized full-time City employees only. The department head is responsible for authorizing his/her employees to use a Purchasing Card. The Director of Accounting has final approval.

- Temp/Seasonal and Project Employees working on long term projects are eligible for a Purchasing Card with the approval of the Division Director and the Director of Accounting.
- A memo will be required

5.2.4 The employee whose name appears on the card is the **only** individual who may use the card. Furthermore, a cardholder’s personal credit is not affected, even though the purchasing cards are issued in an employee’s name. Instead, all Purchasing Card transactions are billed centrally to the City and paid directly to the card-sponsoring bank.

- The Fire Department will be granted the exception of having department cards issued to have on hand for any potential emergency situations. The cards will not be issued to any single person, but to the department itself. These will be virtual cards only (no physical card). A review of the number of department cards will occur between the Fire Chief and Director of Accounting on an annual basis.

5.2.5 An authorized employee will be required to sign the Purchasing Card application along with the cardholder agreement. The authorized employee will attest that they have read the policy by signing the policy confirmation form. The authorized employee will be required to do a virtual training in City training software and contracting bank prior to receiving their card. The authorized employee will also be required to adhere to the signed cardholder agreement and is subject to cancellation for violation. Both documents can be found on the Accounting SharePoint page under Purchasing Card.

5.3 Purchasing Card Use – General.

- 5.3.1 The maximum transaction amount, and the maximum monthly card limit, are set at a default of \$1,000 per transaction and \$5,000 per month limit unless requesting different amounts on the application. On occasion these limits can be adjusted if requested by filling out a Purchasing Card maintenance form. The form must be signed by the department head and the Director of Accounting. The City's aggregate monthly limit will be established by the Chief Financial Officer or their designee.
- 5.3.2 As stated above, higher purchasing card limits may be considered but are not to exceed \$5,000 per transaction and \$25,000 per month limit. Any requests for higher purchasing card limits will require an additional review and can only be authorized by the Chief Financial Officer or their designee.
- 5.3.3 A department head may establish lower limits for department employees as well.
- 5.3.4 Use of the Purchasing Card does not relieve the cardholder from complying with City and departmental policies and procedures. The Purchasing Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips, and more efficient use of City resources. See Purchasing Admin Policy for purchasing thresholds and standard procurement guidance.
- 5.3.5 Use of the Purchasing Card for federally funded micro-purchases as defined by uniform guidance [2 CFR 200.320\(a\)\(1\)](#) is allowable and within the restrictions of the City's Purchasing Admin Policy.
- 5.3.6 The cardholder will be responsible to report a lost or stolen card by notifying his/her department head and the Purchasing Card Administrator. The Purchasing Card Administrator will confirm the loss via phone with the Bank.
- 5.3.7 Cardholders are responsible to immediately inform the Purchasing Card Administrator in writing of any fraud directly relating to their Purchasing Card which occurred outside of their control, such as unauthorized charges. If the Cardholder is still in possession of the card, they must contact the bank to report the fraud and follow the steps set forth by the bank relating to Fraud. If the Purchasing Card Administrator is informed of potential fraud by the Bank, it will be forwarded to the Cardholder who will work with the bank directly to determine if Fraud has occurred.

5.4 The following conditions must be met when using the Purchasing Card:

- 5.4.1 Each single purchase may be comprised of multiple items, but the total **must not** exceed the maximum established transaction limit.
- 5.4.2 When a purchase exceeds the maximum established transaction limit, the normal procedure of using purchase orders must be followed. Purchases **must** not be split to circumvent the transaction limit.
- 5.4.3 The least expensive item that meets the needs of the department should be sought.
- 5.4.4 Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient budgeted funds are available for the purchase.
- 5.4.5 Purchasing cards may only be used for one designated department. If the employee is a part of one department, but purchasing for a different department, they can only make purchases for that designated department. (Example, an employee of accounting has a purchasing card that they use for a department they support such as Fire or IT. That is the only department they may make purchases for and not for accounting). The exception is a member of administrative staff for a division supporting smaller departments within that division that do not have a purchasing card. All exceptions will need approval by the Director of Accounting and may be escalated for additional approval to the Chief Financial Officer as needed.
- 5.4.6 The cardholder must obtain an **itemized** receipt from the vendor and upload it in the banking system along with accounting codes or upload the receipt with comments about the transaction and the justification to be reviewed by the approver and accounting staff. In the event the cardholder does not add accounting codes, the accounting team will add them to the transactions.
- Receipts must be uploaded to reflect the original state (i.e., if color is present on the receipt, it must appear so when uploaded)
 - Perform visual inspection and ensure a quality image of each receipt has been captured and uploaded.
 - If the receipt cannot be scanned completely and accurately, or its scanned image is not fully legible, contact the vendor to request a legible receipt.
- 5.4.7 Invoice Retention: When step 5.4.5 has been completed and the transaction cycle for the month has closed with Accounting giving the final approval, the purchasing card holder may properly discard of the

original receipt, as long as retention of the receipt is not needed for any other reason (i.e., in correlation with a contract).

- The purchasing card platform must confirm that they follow WA state retention laws. Upon confirmation, the above step will allow purchasing card holders to bypass the scan and toss checklist/approval documentation steps under Admin policy 0260-14-06 "Scanning and Tossing" (as updated, modified, or amended from time to time).

5.4.8 The cardholder or Purchasing Card Coordinator should reconcile invoices to credit card charges and submit within 7 business days of the transaction or within 5 business days of the cycle closing for supervisor approval.

5.5 Card Restrictions.

5.5.1 The following list covers purchases for which the Purchasing Cards are specifically prohibited:

- Alcohol of any type.
- Cannabis of any type.
- Cash advances or cash refunds.
- Gift cards.
- Personal use of any kind or any non-City purpose.
- Telecommunications equipment, software or services unless approved by the Information Technology Systems Department (cell phone accessories are **OK**).
- Travel, lodging, or meals while traveling; see City's Travel Admin Policy.
- Fuel for City vehicles; see City's Centralized Fleet Management Admin Policy.
- Computer hardware, software, or peripherals (except Information Technology Systems Department, Police Information Systems and Fire Information Systems) including any technology that attaches to, connects to or passes through personal computer (PC), network or wireless devices. The following may be procured by Purchasing Card: keyboards, thumb drives, mice, cameras (photo, not PC type) and tablet device accessories (data plans and wireless devices for tablet devices must be processed through the Information Technology Systems Department).
- Repairs to City vehicles (except Fire Department and Parks and Recreation Department grounds maintenance equipment).
- Goods or services on City contracts unless payment by credit card was specifically contracted.
- Public Works expenditures.

- Parking costs associated with City business. These are processed via reimbursement as explained in the Business Expense policy (Admin 5600-24-04).

5.5.2 The following list covers merchant categories from which the entire City account is restricted:

- Airlines
- Auto Rentals
- Casinos, Gaming
- Dating Services
- Drinking Places
- Government Services
- Hotels
- Liquor Stores
- Massage Parlors

5.5.3 A department head may specify further prohibitions or restrictions for department employees and should be documented.

5.6 Misuse of the Purchasing Card

5.6.1 If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the City shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the Purchasing Card Bank. Consequences for misuse of the Purchasing Card can include:

- Permanent revocation of Purchasing Card privileges.
- Assignment of wages for repayment.
- Notification to the Chief Financial Officer and the Internal Audit Office to investigate the matter further.
- Disciplinary action, up to and including discharge.

5.7 Card Cancellation

5.7.1 A Purchasing Card must be canceled for any of the following reasons:

- The card is lost or stolen.
- The employee transfers to another department.
- The employee retires, resigns, or is otherwise terminated from City employment.

- The authorizing department head requests cancellation for any reason.
- The City Administrator or Chief Financial Officer may approve cancellation by recommendation of the Director of Accounting for cardholder misuse or abuse of card privileges.

5.7.2 At the discretion of the Purchasing Card Administrator, a bi-annual audit will be conducted to review the use of active purchasing cards within the City. If it is deemed that there has not been sufficient enough activity to warrant keeping the card open, a warning email will be sent and the cardholder and their approving supervisor. A response must be received within 14 days providing proper reasoning why the card should remain open. It will be at the discretion of the Director of Accounting to determine if the reasoning is sufficient. If minimal activity is noted at the time of the next audit, a informative email will be sent indicating as such and to warn the cardholder of the card closure.

5.7.3 It is the responsibility of the department head to advise the Purchasing Card Administrator of the termination or transfer of any cardholder. The Purchasing Card Administrator will then cancel the cardholder's Purchasing Card.

6.0 PROCEDURE

6.1 All procedures and forms related to this policy shall be available to staff on the Accounting SharePoint site under Purchasing Card.

7.0 RESPONSIBILITIES

7.1 The department head is responsible for ensuring compliance of this policy within his/her department.

7.2 The Accounting Department, in cooperation with the Chief Financial Officer, is responsible for administering this policy.

8.0 APPENDICES

Purchasing Card Policy and Procedure Manual
 Purchasing Card Application
 Cardholder Agreement
 Card Program Rules of Conduct
 Cardholder Account Maintenance Form
 Missing Receipt Form

APPROVED BY:

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Jul 21, 2025

Date

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Date

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Jul 21, 2025

Date

City of Spokane

**PURCHASING CARD POLICY AND
PROCEDURE MANUAL**

PURPOSE. This policy and procedural manual provides guidance concerning authorization for purchasing cards, allowable uses, required receipts, instructions for coding and supervisor approval.

- I. Policy Statement
- II. Application Process
- III. Making a Purchase in Person
- IV. Making a Telephone, Mail, Internet or Fax Order
- V. Procedures after Purchase
- VI. Dispute Resolution Process
- VII. Lost or Stolen Card
- VIII. Changes to Cardholder information or Canceling/Close a Card

I. Policy Statement

It is the policy of the City of Spokane to allow employees to use Purchasing Cards for specific procurements. Purchasing Cards are designed to provide a convenient and efficient method of procuring low value goods and services. City users will be able to make these small purchases simply and easily when a need arises. Purchasing Cards will reduce costs associated with processing requisitions, purchase orders and accounts payable, while creating good business relations with suppliers by speeding up payments to them. These efficiencies will allow all groups and individuals involved to be more effective and focused on the value added aspect of their jobs.

II. Application Process

A. Authorized Purchasing

Authorized employees will each receive a unique Purchasing Card with the employee's name embossed on it at minimum. Only the employee shall use the card. No other person may use it. It has been specially designed to avoid confusion with personal credit cards. In all other respects, the card is considered a regular credit card. However, the Purchasing Card must not be used for personal purchases under any circumstances.

B. In order to receive a Purchasing Card, the employee will submit a Purchasing Card Application form, along with their Buyer number to the Accounting Department and must complete the assigned training in order to receive their card. The employee's department head must authorize use of the card and indicate the desired spending limit per transaction and per month, up to the maximum limits established by the City.

- a. The approval workflow must be filled out on the application. It is important to remember that a purchasing cardholder cannot be an approver. There must be a separation of duties.

C. When the Purchasing Card is received by the Accounting Department, the employee will be contacted to personally sign a Cardholder Agreement.

D. Prior to receiving their new purchasing card, the employee will sign a verification form stating that they have read the Purchasing Card Policy.

This is in addition to reading and signing the cardholder agreement

- E. Prior to using the card, the employee must telephone the Bank to activate their account by calling the toll-free phone number given on the card.
- F. Employees should sign their card immediately; exactly as they will sign the purchase receipts. "SEE SIGNATURE" is not a valid form of signature and should not be written on the card.
- G. Employees may use their Purchasing Card at any merchant that accepts credit cards for payment. See exclusions listed in the policy.

III. Making A Purchase In Person

- A. Cardholders shall obtain an itemized receipt for any purchases made. Sometimes the vendor will give a single receipt that includes the credit card transaction information as well as the itemized list of merchandise purchased. The employee must retain the receipt to upload it and attach it to the charge within the credit card banking system. The receipts must give a description of each item purchased, price, totals and must include tax, where applicable.
- B. The merchant will require a signature on the sales draft. Before signing the draft, the cardholder shall verify that the dollar amount is correct and that sales tax has been added, where applicable. Typically, City purchases are taxable. Also, verify that the merchant business name is on the receipt.
- C. Safeguard the Purchasing Card and the Purchasing Card number from unauthorized users. Do not allow anyone else to use it. Keep the card in a safe and secure place. Make sure that the merchant returns the card. Be sure to confirm with the merchant that your Purchasing Card number will not be kept "on file" by the merchant.
- D. Retain itemized receipts for uploading into the credit card system.
- E. If someone other than the cardholder is sent to pick up an item, they must sign the charge slip as follows: "Received by (name)".

IV. Making a Telephone, Mail, or Internet Order

- A. When placing a telephone, mail, or internet order, the employee will be asked to provide their name, credit number, expiration date on the card, and an appropriate billing address. Order forms that allow credit card payment will require the cardholder's signature.
- B. The cardholder shall specify to the merchant that an itemized receipt that shows description of item and tax on taxable items must be shipped with the merchandise.

- C. When the order arrives, the receipt document(s) should be retained and uploaded along with the receipt to the transaction in the credit card system.
- D. For subscription payment, the original subscription form or renewal form shall be attached to the Transaction Log every time the charge appears.
- E. Internet orders should only be placed with reputable merchants who provide a secure ordering site. A secure site will show a padlock icon in the lower right corner of the computer screen or will have an internet URL address beginning with "https".
 - a. Subsequently, a credit card may not be stored online in a "wallet" form. The City's Amazon account is the only exception to this rule. Any exceptions to this will need prior written approval from the Director of Accounting.
- F. A credit card may not be left on file with a vendor that would allow purchases by anyone other than the card holder. Leaving some form of formal record of your purchasing card with a vendor to allow for transactions to be charged to in an expressed way is not allowed. That requires a charge account paid through Accounts Payable.
- G. Registration payments for out-of-town conferences/classes, etc., are part of the Travel and Expense process and must be paid for with a travel card. Registrations for local or online conferences/classes may be charged when a copy of the training description is attached.
- H. For food purchases for trainings/meetings, etc., please reference the City's Business Expense Reimbursement Admin Policy.

V. Procedures After Purchase

- A. The cardholder is required to record the details of each purchase in the Transaction data base, with the Bank providing the City's Purchasing Card Program. Training on proper procedure with regards to filling out the Transaction Log should be completed prior to receiving a card.

The Purchasing Card Holder will provide the following information in the Transaction Log for each posted transaction when being completed online:

- 1. Copy of the itemized invoice (Expense or Credit)
 - a. The missing receipt form may be used less then 3 times per calendar year
- 2. Comment regarding the transaction
 - a. Comment should include the following information:
 - i. Reason for the purchase
 - ii. Specific department the purchase was made for

- iii. Authorizer/Requestor for the purchase (if applicable)

Budget code and budget detail code, along with a description (for applicable departments)

- 3. Indicator of whether sales tax has been charged correctly (for applicable departments)
- 4. Approval of the transaction to be sent through the pre-established hierarchy approval workflow. Accounting will be the final stop in the workflow to ensure full compliance.

Transaction coding must be completed no later than the twelfth (12th) of each month.

- B. If there are any receipts for purchases that didn't get posted on this bank statement, the cardholder should hold them over and record them on next month's Transaction Log.)
- C. The City's billing cycle runs from the twenty-sixth (26th) of the month (or next business day) through the twenty-fifth (25th) of the following month (or next business day).
- D. Once the cardholder completes all required steps in the purchasing card bank platform, the transactions will be routed through the system for approval by the department's assigned approver, before ending with accounting reviewing and acting as the final approver.
- E. If an item is being returned, upload a copy of the return invoice to the banking system along with a description for the reason for the return. It is the cardholder's responsibility to see that returns are properly credited. A return of goods purchased using the Purchasing Card must always result in a credit issued towards the cardholder's Purchasing Card account. If a merchant refuses to issue a credit, contact the Accounting Department.
- F. If there is a charge on the statement that the cardholder does not recognize, the Bank should be contacted by calling the number on the back of the purchasing card to obtain the identification of the charge. If after contacting the Bank, the employee still does not recognize the charge, contact the Purchasing Card Administrator.
- G. As transaction are posted to the purchasing card banking software, the card holder can go in and complete the transaction allocation. If an employee will not be available to complete transaction allocation because of leave or travel, all sales receipts, credits, etc. should be forwarded to the employee's department head or accounting designee to ensure the deadline is met.
- H. If a cardholder fails to submit an itemized invoice or not complete the Transaction Log prior to the deadline (after the close of the cycle) they are given a written warning via the Purchasing Card Coordinator. At the second

offense, written warning from the Purchasing Card Administrator will occur, along with a 30-day probation. At the third offense, within a 12-month period, the Director of Accounting reserves the right to close the purchasing card due to failing to comply with policy and the employee will be placed on a 12-month suspension. The card will be surrendered to the purchasing Card Administrator.

VI. Dispute Resolution Process

- A. If a charge shown on the statement is incorrect or is still unrecognizable after contacting the company the purchase was made from, the cardholder shall contact the Purchase Card Bank and the Purchasing Card Administrator for the City.
- B. The Bank will then send the cardholder an affidavit to sign and return to the Bank. The required written information shall be returned to the Bank within sixty (60) days of the date of the first statement on which the disputed charge occurred. The cardholder shall make two (2) copies of the letter, attach one (1) copy to the Transaction Log and keep the other copy.
- C. The Bank will research the charge and make necessary adjustments to the account. The disputed item will be noted on the following month's statement for reconciliation purposes. The disputed item will be reflected in the outstanding balance but will not be part of the total amount due.
- D. When a disputed item has been resolved, a line item credit will be added to the statement and reflect a note regarding the status of the credit. The outstanding balance will be adjusted by the credit amount to reflect the final settlement of the disputed item.

VII. Lost Or Stolen Card

In the case of a lost or stolen card, the cardholder shall notify the within 24-hours of discovery, the Purchasing Card Administrator, their department head and the Bank. The Police Department should be notified depending upon the situation, i.e. robbery, burglary, etc. Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

- A. The following information should be provided to the department head and Accounting Department: cardholder's name, card number, the date reported to the police (if applicable), the date reported to the Bank, and the last known purchases before the card was discovered lost or stolen. The missing card will be canceled and a new card number will be issued to the cardholder by the Accounting Department.

VIII. Changes To Cardholder Information or Canceling/Close a Card

- A. Changes to a cardholder's name, work address or departmental

assignment (i.e., moving to another subdivision within a department) must be reported by completing the "Cardholder Account Maintenance Form" (copy attached) and forwarding it to the Accounting Department. The Accounting Department will submit the changes to the Bank and order a new card if necessary. The employee's old card must be turned into the Accounting Department when a new card is delivered.

- B. It is the responsibility of the department head to notify the Accounting Department of the termination or transfer of any cardholder by submitting a Cardholder Maintenance Form. The Accounting Department will cancel the cardholder's Purchasing Card. A cardholder who is transferred to another department must re-apply for a Purchasing Card with the new department head's approval.

**CITY OF SPOKANE**

808 W. Spokane Falls Blvd.
Spokane WA 99201-3316

*Direct
this
form*

☐ **DEPARTMENT BUYER APPLICATION**

☐ **PURCHASING CARD APPLICATION**

and any questions to Rebecca Graybeal, 625-6093.

EMPLOYEE / DEPARTMENT INFORMATION

First Name

Middle Initial

Last Name

Department Name

()
Employee Business Phone

Department Mailing Address (Street Address, City, State, Zip)

JUSTIFICATION (REQUIRED):

Supervisor (for review – cannot be a p-card user):

If applying for a Purchasing Card please provide the following information for identification security:

Birth date (full)

Work email

PIN (4 Numbers- NOT your SSN)

Applicant understands that this is a City of Spokane card and is to be used for authorized purchasing charges only.

Applicant understands that only authorized individuals, pre-approved in writing by the department head, may obligate the City to acquire goods and services. Authorized individuals may be required to pass a complete background check to include criminal history and credit check, if requested by the City.

Applicant understands that procurements shall be made in accordance with City of Spokane Policies and Procedures including the City of Spokane Code of Ethics printed on the back of this application. Please keep this copy of the Ethics for your records.

Applicant certifies that he/she has not been convicted of a theft-related offense and agrees to a criminal background check, if requested by the City.

Signature of Applicant

Date

I am a permanent City Employee.

YES ☐

NO ☐

Signature of Authorizing Department Head

Date

Proposed Single Transaction Limit

OFFICE INFORMATION (To Be Completed by Accounting)

Second Line of Embossing (Dept. ID)

Department 4-Digit Encoding

Single Transaction Limit

Monthly Credit Limit

Signature of Director of Accounting

Date



CITY OF SPOKANE Purchasing Card Program Cardholder Agreement

1. I hereby acknowledge receipt of a City of Spokane Purchasing Card.
2. I also acknowledge receipt of the City of Spokane's Purchasing Card Program Policies and Procedures, as well as the Purchasing Policy 0040-07-03 and confirm that I have read, understand, and will comply with the terms outlined therein.
3. The purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time. The card is not an entitlement nor reflective of title or position.
4. All charges are billed directly to and paid directly by the City of Spokane. Any personal charges on the card could be considered misappropriation of City funds since the cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, reconciling monthly statements and following proper card security measures. The City and/or the State Auditor's office will audit the use of this card and report any discrepancies.
6. Cardholders are responsible for reconciling their monthly statements and resolving any discrepancies by contacting their supplier and Bank. Prior to submission of the statement to Accounts Payable, the cardholder and department head will sign the summary log indicating approval of all charges and noting any discrepancies. The cardholder is responsible to provide itemized receipts for credit card transactions.
7. A lost or stolen card should be reported immediately by telephone to Bank (1-800-344-5696) and the Accounting department (625-6020).
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary or involuntary termination) or transfer to another department. At that point, no further use of the account is authorized.

The card is for business-related purchases only; personal charges are not to be made to the card. In accepting this card I understand that I am the only person entitled to use the card and I am responsible for all charges made against the card. Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action. Should I fail to use this card properly, I understand the City may deduct from my salary that amount equal to the total of the discrepancy. I also understand the City may elect to collect such amounts even if I am no longer employed by the City of Spokane.

Cardholder Printed Name

Date

Cardholder Signature

Copy to Department Head
11/12/97, 1/21/98



CITY OF SPOKANE

City of Spokane Code of Ethics

- I will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs me.
- I will behave with impartiality, fairness, openness, integrity, and professionalism in my dealings with suppliers.
- I will excuse myself from participation in any situation where a conflict of interest may be involved.
- I will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- I will not seek or dispense personal favors that are in conflict with my professional responsibility.
- I will strive to obtain the maximum ultimate value of each dollar of expenditure.
- I will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.
- I will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.
- I will follow the policies and procedures of my employer, using reasonable care and granted authority.

Signature of Applicant

Date



Cardholder Account Maintenance Form

Type of Change Request

- | | | |
|--|---|--|
| <input type="checkbox"/> Account Closure | <input type="checkbox"/> Address | <input type="checkbox"/> Credit Line Limit |
| <input type="checkbox"/> Email | <input type="checkbox"/> Hierarchy | <input type="checkbox"/> MCC Group |
| <input type="checkbox"/> Name | <input type="checkbox"/> Single Transaction Limit | |
| <input type="checkbox"/> Other _____ | | |

Cardholder Information

First Name

Last Name

Department Name

Last Four Digits of Account Number

Reason (Retired, Married, Terminated, etc.)

Old Information (such as current limit)

New Information (such as requested limit)

Department Head or Designee Signature

Date

Accounting Director Signature

Date

Please send completed form to Rebecca Graybeal, rgraybeal@spokanecity.org, 509-625-6093.



INSTRUCTIONS TO EMPLOYEE AND EMPLOYEE'S DEPT HEAD:
Submit this form to claim lost receipt for materials, merchandise or services received. Both employee and dept head must sign acknowledging lost documentation.

BY

Employee Number

(DATE)

DATE	DESCRIPTION OF MISSING ITEM. SPECIFY REASON FOR MISSING RECEIPT AND ACTIONS TAKEN TO OBTAIN DUPLICATE RECEIPT.	VENDOR WHO SUPPLIED SERVICE	UNIT PRICE	AMOUNT	FOR A/P USE
PREPARED BY	TELEPHONE NUMBER	DATE	DEPT HEAD APPROVAL		DATE












StatementViewer

Final Audit Report

2025-07-22

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By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE71ohJtzWmrhvztJIGI0yHBSgbO2XXvC

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