

**Washington State Major League Baseball Stadium  
Public Facilities District  
Policies and Operating Guidelines**

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Policy: **CREDIT CARD SYSTEM**

Approved and Issued: **December 13, 2021**

Reviewed: **December 1, 2021**

Updated: **November 24, 2021**

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**1.0 POLICY**

- 1.1 The Washington State Major League Baseball Stadium Public Facilities District (PFD) recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.
- 1.2 It is the policy of the PFD to manage and control the use of credit cards for official district purchases and acquisitions as outlined in RCW 43.09.2855.

**2.0 SCOPE**

- 2.2 This Policy applies to the use of all credit cards by authorized PFD personnel conducting official district business.

**3.0 DEFINITIONS**

- 3.1 **Credit card** – All purchase cards including credit, fuel, and prepaid cards used for purchasing.

**4.0 GENERAL**

- 4.1 The Public Facilities District will follow policies and procedures in accordance with RCW 43.09.2855 including the distribution of cards, credit limits, authorization of purchases and support and payment of bills.

**5.0 GUIDELINES**

- 5.1 The Executive Director is authorized to obtain district credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by authorized district personnel.
- 5.2 Credit cards may be issued to and used by authorized PFD personnel for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the Ballpark PFD.
- 5.3 PFD personnel may obtain credit cards upon authorization from the Executive Director. A ledger shall be maintained of individuals receiving the credit card, including the date the card was received.
- 5.4 Personnel with access to a credit card must sign a Credit Card User Agreement (Appendix 6.1) acknowledging the understanding of this policy, and the consequences for misuse. The signed Credit Card User Agreement will be kept in the employee's personnel file.

- 5.5 Personnel will provide the district with detailed documentation to substantiate all credit card purchases.
- 5.6 The overall district credit limit shall not exceed \$20,000; that is, any combination of cards issued to PFD personal shall not have a cumulative credit limit that exceeds \$20,000.
- 5.7 The Executive Director shall establish a procedure for the prompt payment of credit card bills on or before the due date. Credit cards statements will be reviewed and verified before payment is made. Each purchase will be documented with a detailed receipt.
- 5.8 No personnel may use the PFD-issued credit cards for non-district business purposes. No charge(s) shall exceed amounts established and available in the PFD Operating budget.
- 5.9 Cash advances on credit cards are prohibited.
- 5.10 Expenses for authorized travel may be charged to a district-issued credit card as long as credit card receipts are provided in accordance with the district's travel policies and procedures.
- 5.11 The Executive Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The PFD may deliver a revocation order to the charge card company with the PFD not being liable for any future costs incurred after the date of revocation.

## **6.0 APPENDIX:**

### **6.1 Credit Card User Agreement**

## CREDIT CARD USER AGREEMENT

As a member of Washington State Major League Baseball Stadium Public Facilities District (PFD), I accept personal responsibility for the safeguard and proper use of PFD credit cards that have been assigned for my use in the performance of my duties, in accordance with the terms outlined below.

Credit cards are to be used solely for official district business and for the specific purposes authorized by the Executive Director. PFD credit cards are not for personal use.

I have read and understand the credit card policies and procedures as set forth in the Credit Card System Policy.

I understand the Executive Director of the PFD will disallow my use of a district credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may be subject to discipline, including termination.

I understand that each time I use, or authorize the use thereof, that 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 has been received by me on account thereof.”**

**I understand that I will be held personally liable for inappropriate charges I incur using a district 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.

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Employee

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Date