

TRAILS END WATER DISTRICT #2
MASON COUNTY, WASHINGTON

RESOLUTION No. 2018-01

**A RESOLUTION GRANTING AUTHORIZATION FOR DEBIT
CARDS FOR THE PETTY CASH ACCOUNT AT OLYMPIC
FEDERAL BANK**

WHEREAS, the Commissioners of TRAILS END WATER DISTRICT #2 (hereinafter referred to as the "District") have historically and routinely paid for small costs of the District out of pocket, such as postage, office supplies, and the like, and

WHEREAS, the District has grown to the point where these out of pocket expenditures made by the Commissioners are increasing to the point where such costs should be paid by the District rather than reimbursed to the Commissioners; and

WHEREAS, the District does now have an account at Olympic Federal Bank for use as the "Petty Cash Account" which may have debit cards issued, it is now, therefore,

RESOLVED that

The District shall authorize debit cards to be issued and used subject to the following policy and procedure:

1. Authorized Users: The three Commissioners and the office administrator shall be the only authorized users of any debit card on the petty cash account.
2. Debit cards shall not be used for recurring payments.
3. Debit cards shall be used for individual purchases only, with no one transaction being more than \$300.00
4. Each debit card shall be authorized for not more than six (6) transactions per calendar month.
5. The total amount of all debit card usage shall not exceed \$500.00 in any one calendar month.
6. There shall be a monthly reconciliation of the debit cards on the petty cash account which shall be included in the Treasurer's Report.

Dated this 9th day of January 2018 ~~June, 2017~~ at a regularly scheduled meeting of the Trails End Water District #2.

COMMISSIONER WATSON

Joe Morris
COMMISSIONER MORRIS

Sarah Carlson
COMMISSIONER CARLSON