

BEFORE THE BOARD OF STEVENS COUNTY COMMISSIONERS

IN THE MATTER OF JOURNAL ENTRIES) RESOLUTION NO 53-2015
)
) ESTABLISHING KEY BANK PURCHASE
) CARD AND BANK FEE PAYMENT JOURNAL
) ENTRY

WHEREAS, Stevens County has established a Purchase Card Account at KeyBank, the official bank of Stevens County; AND,

WHEREAS, KeyBank requires a monthly payment of the outstanding balance of the Purchase Card balance on a specific day of the following month and requires a withdrawal of banking service fees on a quarterly basis; AND,

WHEREAS, in the interest of time and efficiency to audit and record the use of the Purchase Card activity and bank service fees; AND,

WHEREAS, a policy administered by the County Finance Committee and approved by the Board of Stevens County Commissioners has been created.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Stevens County Commissioners that county funds and departments using the Purchase Card will comply with the approval steps of card use as described in the Stevens County Purchase Card Policy and that all charges of the card will be audited in accordance with state law and county policy.

BE IT FURTHER RESOLVED, after completion of the auditing process, the County Auditor's Office will prepare a monthly journal entry that will distribute the proper amount of expenditure, by BARS account code, to the respective fund or department.

Passed by the Board of Stevens County Commissioners meeting in regular session at Colville, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage the 14th day of July, 2015.

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT


BOARD OF COUNTY COMMISSIONERS OF
STEVENS COUNTY, WASHINGTON


Chairman Steve Parker


Commissioner Don Dashiell


Commissioner Wes McCart

ATTEST:


Polly Coleman
Clerk of the Board