

SOUTHEAST METRO STORMWATER AUTHORITY
acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION 22-28
Amendment to Financial Policy for Use of Purchasing Cards

WHEREAS, a draft purchasing policy including the use of purchasing cards was presented and discussed at the Board meeting on April 4, 2007; and

WHEREAS, a policy was adopted on June 6, 2007, addressing the use and limits of purchasing cards; and

WHEREAS, since 2007, the cost of all materials and services utilized by SEMSWA has increased substantially; and

WHEREAS, purchasing cards are to be used for the purchase of materials and services in the open market by SEMSWA employees subject to certain limitations and restrictions; and

WHEREAS, purchases made with the use of purchasing cards will be subject to daily and monthly dollar limits; and

WHEREAS, all purchases made with the use of purchase cards must be substantiated by receipts indicating the purpose and use of purchases and reviewed and approved by the supervisor at least one level higher than the employee making the purchase.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board authorizes the Executive Director to approve the use of purchasing cards by those SEMSWA employees that the Executive Director determines to need to use purchasing cards to conduct their job responsibilities more efficiently.
2. The Board authorizes the Executive Director to set the limits of purchasing cards purchases for individual employees based on their purchasing needs subject to the following limits:
 - Executive Director: \$5,000 single and total per day and \$10,000 per month.
 - Director of ~~Finance~~ HR and Administration or similar position: ~~\$2,000~~ \$3,000 single and total per day and ~~\$5,000~~ \$8,000 per month.
 - Maintenance ~~Program~~ Manager or similar position: ~~\$500~~ \$3,000 single and total per day and ~~\$2,500~~ \$6,000 per month.
 - **Group Managers: \$1,000 single and total per day and \$3,000 per month.**
 - All Others: \$500 single and total per day and \$1,000 per month.

3. The use of purchasing cards will be limited to those vendors supplying materials and services needed by SEMSWA.
4. All purchases made with the use of purchase cards must be substantiated by receipts indicating the purpose and use of purchases and reviewed and approved by the supervisor at least one level higher than the employee making the purchase. In the case of the Executive Director, such purchases shall be reviewed and approved by the Chair of the SEMSWA Board of Directors.
5. If an employee fails, on a consistent basis, to properly document the employee's use of the purchasing card, such an employee may have his salary reduced in the amount of those improperly documented charges.
6. If it is determined that the use of a purchasing card has been abused or improperly used, that employee shall be subject to disciplinary action including possible termination of employment.

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Date: November 16, 2022

ATTEST:

Secretary

Chairperson

APPROVED AS TO FORM:
Attorney for
Southeast Metro Stormwater Authority

By _____
Edward J. Krisor