

RESOLUTION NO. 1906

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, AMENDING ADMINISTRATIVE POLICY 4-08 "CREDIT CARD PURCHASES" TO BE TITLED "CREDIT/PURCHASING CARD PROGRAM" AND PROVIDING FOR LIMITED USE OF CREDIT CARDS AND INCREASED USE OF PURCHASING CARDS; PROVIDING THAT IF ANY PROVISION IN THIS RESOLUTION IS HELD INVALID BY A COURT OF COMPETENT JURISDICTION, THE REMAINING PROVISIONS SHALL NOT BE AFFECTED BUT SHALL CONTINUE IN FULL FORCE AND EFFECT; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, on Jul 26, 2001, the Town Council adopted Resolution No. 1029 approving a new "Prescott Valley Policies and Procedures Manual" which consolidated all Town policies [e.g. the Personnel Manual, the Procedures Manual (first formally adopted by Resolution No. 786, September 18, 1997), and other manuals] into a single notebook made up of individual, numbered policies on various topics; and

WHEREAS, this included the Financial Policy adopted by Resolution No. 1011 (Apr 12, 2001) setting forth policies, goals and benchmarks to be applied in company with federal, state and local laws and regulations applicable to the Town's financial and fiscal processes; and

WHEREAS, on Mar 9, 2006, the Town Council adopted within the Financial Policies No. 4-08 "Credit Card Purchases" to update prior policies from the original Procedures Manual, provide specific guidelines and make the processes flow more smoothly; and

WHEREAS, in response to credit industry tightening of controls with regard to multiple users of the same credit card (discouraging the practice of multiple persons sharing a single department credit card) and a desire to avoid use of vendor-specific credit cards, the Town desires now to revise its policy related to credit card use by limiting joint use of department credit cards to only those occasions where written permission is given (primarily for travel expenses), discontinuing use of vendor-specific credit cards, and increasing use of individual purchasing cards by selected individuals within departments (all under the direction of the department head); and

WHEREAS, the Town Council desires now to amend Policy No. 4-08 to be titled "Credit/Purchasing Card Program" and to set forth the procedures for use of purchasing cards in lieu of credit cards;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, ARIZONA:

1. That the Financial Policy No. 4-08 "Credit Card Purchases" be retitled "Credit/Purchasing Card Program" and be hereby amended to set forth procedures for use of credit and purchasing cards. [Note that said amended policy is attached hereto and expressly made a part hereof.]

2. That, if any provision in this Resolution is held invalid by a Court of competent jurisdiction, the remaining provisions shall not be affected but shall continue in full force and effect.

3. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 26th day of February, 2015.

Harvey C. Skoog, Mayor

ATTEST:

Diane Russell, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney