

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

RESOLUTION NO. 35, SERIES OF 2007  
(Adoption of 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, 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; and

WHEREAS, the Board directed staff to start the purchasing card application process; and

WHEREAS, the application process for purchasing cards was initiated and SEMSWA has been approved for purchasing cards; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board authorizes the Executive Director to approve the use of purchase cards by those SEMSWA employees the Executive Director determines need to use purchasing cards to more efficiently conduct their job responsibilities.
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 Operations and Director of Administration and Finance:  
\$2,000 single and total per day and \$5,000 per month

Maintenance Program Manager: \$500 single and total per day and  
\$2,500 per month

All Others: \$500 per single and total per day and \$2,000 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 Chairman of the Board of Directors.
5. To the extent applicable, the *Suggested Minimum Guidelines* for the use of purchasing cards prepared by the Colorado Department of Personnel and Administration and audited by the Colorado State Auditor shall be followed, see Appendix A.
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.
7. If an employee fails, on a consistent basis, to properly document the employee's use of the purchasing card; such employee may have his salary reduced in the amount of those improperly documented charges.

(SEAL)

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Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson