

Tahuya River Valley Water District
Mason county, Washington

RESOLUTION No. 2024-1

A RESOLUTION GRANTING AUTHORIZATION FOR SETTING UP

PETTY CASH FUND ACCOUNT AT OLYMPIC FEDERAL BANK AND FOR DEBIT CARDS

WHEREAS, the Commissioners of Tahuya River Valley Water District have routinely paid for cost out of pocket, such as laptops, office supplies, and the like, and

WHEREAS, Tahuya River Valley Water District has grown and these costs should be paid by district rather than reimbursed; and

RESOLVED that

The Tahuya River Valley Water District shall set up petty cash fund account with Olympic Federal Bank and authorize debit cards to be issued and used subject to the following policies and procedures

1. Authorized users: the three Commissions of any debit card and petty cash account.
2. Debit card not to be used for recurring payments
3. Approval from the board for purchases larger than \$500.00
4. The total debit card usage shall be no more than \$1500.00 per calendar month
5. There shall be monthly reconciliation of debit cards on petty cash which shall be included in monthly Treasures report.

Dated this day of January, 2024 at regularly scheduled meeting of the Tahuya River Valley Water District

Commissioner 1

Commissioner 2

Commissioner 3