

# BAINBRIDGE ISLAND METRO PARK & RECREATION DISTRICT

## Ferry Card (Wave 2 Go) Procedure

Administrative Division — Accounting Department

### **Purpose**

This procedure outlines the procedure for the ferry cards (Wave 2 Go) and is needed to ensure invoices are processed correctly.

### **Scope**

This procedure applies to employees who utilize the ferry cards (Wave 2 Go).

### **Definitions**

None

### **Procedure**

There is a Park District account with the Department of Transportation with 6 sub accounts. There are 6 Wave 2 Go cards available. The cards will be kept with the department manager or their designee.

The card should be safeguarded and kept in a locked cabinet when not in use.

Sub accounts

001, Administration

002, Parks

003, Recreation

004, Aquatics

005, Outdoor

006, Senior Center

Statements are received from the Department of Transportation monthly. The sub account is listed so it is easy to determine which department used the card. *Be careful about loaning the card to someone outside your department. The department that is listed on the card will be responsible to get all receipts.*

1. The Accounting Department will send out the statements received from the Department of Transportation to the appropriate department manager.
2. The department manager or their designee should return the statement with ALL receipts within one week.

3. Card users should write their name on the ORIGINAL receipt, including the cost center to charge it to and why the trip was taken.

Once the Accounting Department has all the receipts, they will be sent through Content Central so they can be coded and approved.

If receipts are not turned in timely, late fees will be charged. Department of Transportation will cancel the account if late fees begin accruing and are not timely addressed.