

RESOLUTION NO. 84.

A RESOLUTION of the Port Commission of the Port of Seattle establishing rules for the use and accounting of public property belonging to the Port District.

Be it resolved by the Port Commission of the Port of Seattle as follows:

SECTION 1. That all articles of movable property acquired by the Port Commission shall be classed under two heads as follows:

Expendible property, such as stationery, office supplies, postage, street car tickets, etc., which are subject to continuous use in the work of the Commission and are normally consumed in such use.

Non-expendible property, such as desks, chairs, typewriters, surveying instruments, etc., which are not consumed in use except as to gradual wear and tear.


Sec. 2. That all expendible property shall be kept in charge by the Auditor and shall be issued by him to members or employes of the Commission in such quantities as are required for immediate use. Employes will be held strictly responsible for an economic use of such property, and any use for personal or private purposes is forbidden.

Sec. 3. That the Auditor shall keep a strict account of all non-expendible property and render a return thereof to the Port Commission at least once every six months. Every such return shall be preceded by an accurate personal inventory by the Auditor. Employes in whose direct charge articles of non-expendible property may be shall be held responsible for loss or damage thereof due to carelessness, neglect or misuse. Any loss or damage, whether accidental or otherwise, must be immediately reported to the Auditor with the circumstances of the case.

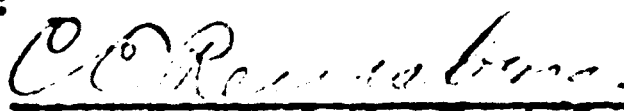
Sec. 4. That the Auditor will be held to a full accounting on the property returns of all property received, and no article shall be dropped from the return except by authority of the Commission.

Sec. 5. That the Assistant Secretary, Auditor, and Chief Engineer be especially charged with the enforcement of the foregoing orders as to all employes in their respective departments.

ADOPTED by the Port Commission of the Port of Seattle in open session this 6th day of February, 1913, and signed by its proper officers in open session in authentication of its passage on the same date.


President of the Port Commission of the Port of Seattle.

ATTEST:


Secretary of the Port Commission of the Port of Seattle.