

Town of Wright Fire District Policies

Policy Name: **19.0 District Credit Card Policy**

Date Adopted: 1/7/14

Effective: Immediately

Revised:

Reviewed: *Annually*

I. PURPOSE

A. The purpose of this policy is to define the rules regarding the issuing and use of credit cards by the Fire District.

II. POLICY

Issuing of Card

A. The Fire District shall maintain full control and sole authority over credit cards issued by a lending institution with the approval of the Board of Fire Commissioners.

1. The Board of Fire Commissioners authorizes three (3) District credit cards issued to and to be used only by the following District officials, employees and Department members:

a. Fire District Commissioners (5) and Fire District Secretary and Treasurer (1) **Limit: \$500**

b. Fire Department Chiefs (3) **Limit \$500**

c. Drivers of 8061 (Assigned to vehicle) **Limit: \$300**

Permissible Use of Cards

1. Fire District issued credit cards shall be used exclusively for official fire district business. No other transactions personal or otherwise are permitted.
2. All current financial procurement policies are to be followed
3. The Fire District may choose to issue the Commissioners card to the Chairman or Treasurer to be used as needed for travel or procurement of emergency needs of the District with the approval of the Board of Fire Commissioners or the Fire Chief.
4. The Chief will be issued a card which may be kept in a SECURE location at the firehouse or otherwise kept secure. Card is to be used solely for the purpose of emergency procurement of supplies or services otherwise not obtainable through the normal PO and billing process. It may also be used to procure incidental fuel and supplies outside of normal vehicle fuel.
5. The card assigned to 8061 shall be kept secure and with the vehicle. It shall be used ONLY for fueling and immediate, necessary service. All purchases must be noted and signed for in the fuel log by the DRIVER. A receipt must accompany ALL fuel log entries and be submitted to the District by the first Monday of the month. The driver shall be responsible for the use of the card, signing any receipts and necessary documentation.

Documentation

1. All receipts (with the exception of 8061 gas receipts) for credit card purchases must be attached to a written (typed preferred) explanation or voucher and submitted to the Board of Fire Commissioners for payment approval, within 15 days of the use of the card to allow for timely payment of all credit card claims.
2. In addition, a print out of the card use statement provided by the institution issuing the credit card must be submitted with the receipts.
3. Receipts and statements shall include the person who incurred the charge, the reason for the charge and the amount of the charge.
4. Credit card usage involving official fire district travel shall be accompanied by a travel voucher, receipts and card statements and follow standard District travel policy
5. Fire District credit cards shall not be used for the purchase of alcoholic beverages.
6. Fuel receipts for 8061 shall be kept in a location as determined by the Chief and match fuel log entry. NO purchases other than fuel, necessary vehicle fluids or emergency service (ex. towing) may be made with the card assigned to the vehicle without the express permission of the acting Chief, District Chairman, or District Board Member. Permissions should be attempted in that order.

Liability and Responsibilities

1. The individual incurring the costs on the credit card and who fails to comply with the Fire District procedures will be personally responsible for all sums charged.
2. Any charges made on the District credit cards that do not have the proper supporting documentation and detail shall be paid by the individual and not the Fire District.
3. If a charge is determined to be inappropriate or unauthorized or if adequate documentation of the charge is not submitted to show it to be an authorized District charge, the individual responsible for the charge will be expected to pay said charge within thirty (30) days of the District's receipt of the invoice from the credit card company.
4. If the individual is a paid employee any unauthorized or personal charges shall be made via payroll deduction. The employee shall be notified in advance that a deduction will be made from their payroll check.
5. All District credit card holders shall have the responsibility to notify both the Credit Card Company and the District Treasurer immediately in event the card is lost or stolen.
6. All use must follow District policy and expenditures in excess of \$500.00 on the District credit card must be pre-approved by the Board of Fire Commissioners.
7. The individual incurring the costs, who fails to comply with the district's procedures may be personally responsible for all sums charged until the individual can supply receipts or invoices supporting all credit card charges.