

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 10 of 2010

Policy Name: Credit Card

Date Issued: September 15, 2010

Effective: September 15, 2010

Revised: February 2016

Review Date: January 2017

I. PURPOSE

- A. The purpose of this policy is to define the rules regarding the use of credit cards issued by the fire district.

II. POLICY

- A. The fire district shall maintain credit cards issued by a lending institution with the approval of the Board of Fire Commissioners in consultation with the District's Treasurer.
1. District credit cards may be issued to and used by the only the following fire district officials and employees;
 - a. Fire District Commissioners (5)
 - b. Fire District Secretary and Treasurer (2)
 - c. Fire District Officers (3)
 - i. The Fire District may choose to issue District credit cards to the Chief, Deputy Chief and Assistant Chief in their individual names. In addition the District Treasurer may be in the possession of a District credit card 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.
- B. Fire District issued credit card shall be used exclusively for official fire district business.
- C. All receipts for credit card purchases must be documented on the invoice or receipt and submitted to the Board of Fire Commissioners for payment approval, within 15 days of the use of the card.
1. In addition, a print out of the card use statement provided by the institution issuing the credit card shall be printed off and submitted with the receipts. The institution issuing the card normally maintains a secured web site available to card users.
 2. Receipts and statements *shall contain notations* that include the person who incurred the charge, the reason for the charge and the amount of the charge.
 3. Credit card usage involving official fire district travel shall be accompanied by a travel voucher, receipts and card statements.

- D. Fire District credit cards shall not be used for the purchase of alcoholic beverages.
- E. 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.
 - 1. *Any credit card purchase in excess of \$150.00 must have prior authorization by the Board. Uses for non pre approved expenditures shall be limited to small repair, or maintenance items.*
 - 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.
- F. 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.

III. PROCEDURE

- A. All users of the Fire District issued credit cards must adhere to the following terms and conditions of use of Fire District credit cards.
 - 1. All charges made on the cards must be documented with supporting receipts, including details of charges to include the name of the person incurring the charge, reason for the charge, and amount of the charge.
 - 2. All documentation shall be submitted to the Board of Fire Commissioners or to the Treasurer with 15 days of incurring the charge and in sufficient time to allow for timely payment of all credit card claims.
 - 3. Payments made for expenses including travel expenses charged on the district's credit cards that do not have the proper supporting receipts and documentation or details will not be paid. Travel vouchers shall be used and submitted to document credit card usage.
 - 4. 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.
 - 5. All credit card users must have the name and 24 hour number of the credit card company issued with the card. Those entrusted with the use of the cards are personally responsible for failure to notify the credit card company and the District Treasurer if the card is lost or stolen.
 - 6. *Personal use of the District card is not authorized under any circumstance.*

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners