

EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES

SUBJECT: **Credit Card Purchasing Policy**

PPG NUMBER: 90.3.3

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

REVISED: 4-8-2014

APPROVED BY: _____


Board Chair

REVIEWED: _____

BY: _____

Purpose:

To establish a standardized system for the issuance, use and control of agency credit cards within the District.

Credit Cards

- Credit cards may be issued to Commissioners, Officers and Administrative Personnel.
- Credit cards reserved for use on Mobilizations shall be kept in a secure location by the Deputy Chief, to be checked out by appropriate personnel.
- Credit card limits shall not exceed \$1,000 without approval by the Board of Commissioners.
- District Credit cards shall be used for authorized business expenses only including fuel for ECFR owned vehicles, supplies, equipment, training and other official purchases to comply with the Purchasing Policy.
Credit cards may be used for approved travel. Travel expenses shall be fully documented with receipts. Any expenses not properly documented shall be payable by the official or employee per RCW 42.24.115
- Credit card balances shall be paid monthly
- The Accounting Assistant shall act as Custodian of the District credit card account and have access to all credit card accounts for auditing purposes.
- Detailed receipts and/or written documentation of credit card purchases must be delivered to the Custodian in a timely manner.
- The Board of Commissioners will review and audit credit card purchases at least monthly
- Cash advances of any kind and personal purchases are prohibited per RCW 42.24
- Any charges against the credit card that are not properly documented or are disallowed following a review by the Board of Commissioners shall be paid by the official or employee in a timely fashion using check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, ECFR shall have the right to withhold any and all funds due to ECFR up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card.
- ECFR Board of Commissioners shall have unlimited authority to revoke the use of any charge card issued.