

SPOKANE VALLEY FIRE DEPARTMENT
Board of Fire Commissioners
Credit Card Policy # 21

Credit Card Policy (#182)

Adopted 01/31/12

Reviewed:

Revised:

Person Responsible: Finance Director

Policy:

The Spokane Valley Fire Department shall issue official Department credit cards to members of the Board of Fire Commissioners and members of staff as approved by the Finance Director.

References:

RCW 43.09.2855

RCW 42.24.115

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I. Local Government – Authority for Use of Credit Cards

As outlined in RCW 43.09.2855, local governments, including special purpose districts, are authorized to use credit cards for official government purchases and acquisitions.

II. Authorization for Credit Card

The Finance Director will authorize acquisition of all credit cards for the Board of Fire Commissioners and other approved members of staff.

A. Upon approval to acquire a credit card, the Finance Director will send a signed request to the current bank issuing Department credit cards, to request a new card.

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B. The credit limit on Department cards shall not exceed \$5,000 unless authorized by the Finance Director.

C. Approved cards will be distributed upon arrival and a permanent file of the card number, will be kept by the Finance Department.

III. Use of Department Credit Card

Department credit cards shall be used for official travel, purchase of approved, budgeted goods and services, educational course registrations, supplies for training classes, (including light refreshments) and other approved expenses. The least expensive item that meets the needs of the Department should be sought.

A. Department credit cards shall not be used to pay for travel or other purchases for a non-employee of the Department, unless approved in advance by the Finance Director.

B. Meals and beverages charged on Department credit cards shall not include the purchase of alcohol.

C. Department credit cards may not be used for cash advances of any kind, or any other personal use.

D. The employee whose name appears on the card is the only individual who may use the card.

III. Reporting Charges

A. Within 7 days of a purchase or return from travel the cardholder will submit all original, itemized receipts to support charges with corresponding budget codes. Proper forms associated with purchases for process of payment shall be attached. (See S&O 181 for Travel Reimbursement).

B. In the event of a lost receipt, every effort shall be made by the employee to obtain a duplicate and if not possible an Affidavit for Receipts – Expenditure Certification Form shall be completed. (See S&O 181 Appendix E)

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IV. Payment of Charges

Credit card charges shall be paid in full each month through the voucher process. Original itemized receipts shall be attached to the monthly invoice.

V. Lost or Stolen Cards

Personnel shall immediately notify the Finance Director and the issuing bank in the event of a lost or stolen credit card. Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

VI. Unauthorized Charges

Any unauthorized charges that are noted should be immediately reported to the Finance Director and the issuing bank.

VII. Account Cancellation

The Department reserves the right to cancel a cardholder's account at any time. Upon retirement or termination, the cancelled credit card shall be returned to the Finance Director.

VIII. Security

The cardholder shall safeguard the credit card and account number at all times.

Reviewed:

Spokane Valley Board of Fire Commissioners:

October 26, 2015

Amended:

Spokane Valley Board of Fire Commissioners:

November 23, 2015