

VESTAL FIRE DISTRICT

Credit Card Use Policy

Adopted: October 9, 2024

Revised: October 30, 2024

Policy #:	105.00
Policy:	Credit Card Use Policy
Effective Date:	October 30, 2024
Authority:	
Cross-reference:	

Philosophy:

All Personnel are acting as representatives of the Vestal Fire District ("District") when using any credit card for District business related expenses. The Board of Commissioners believes that standards should be set to govern the use of credit cards issued to the District and assigned to District personnel and personal credit cards used by personnel to pay District business related expenses for which reimbursement will be sought.

Policy:

Credit cards issued to the District and assigned to District officers and personnel are a matter of the discretion of the Board of Fire Commissioners. The Board reserves the right to demand the return of such cards from the personnel to whom they have been issued. They will only be issued when the Board determines that there is a valid business related need to obtain the credit card and to issue it to a particular officer or employee.

Issuance Resolution:

The Board will approve the issuance of a district credit card to a particular officer or employee of the fire district or to a chief officer of the fire department by resolution approved at a Board meeting and entered in the Board minutes. The authorization shall be a continuing authorization unless the person ceases to hold the office or employment, or the Board revokes the authorization. The authorization to use the card issued shall be limited by this policy and applicable laws and regulations. District officers and employees and chiefs currently in possession of district credit cards issued to them shall be deemed authorized by the adoption of the resolution approving this policy unless such authorization is specifically terminated herein.

The resolution shall state the credit limits applied to each credit card based upon the agreement between the issuer and the district.

The Board will take steps to prevent the use of credit cards as debit cards and to prevent access to cash advances and cash withdrawals.

The Board reserves the right to cancel any credit card it has issued in the name of the District to an officer or employee at any time. It shall accept no liability for any inconvenience or embarrassment encountered by an officer or employee unable to use a District issued credit card

due to such cancellation.

Only the Board of Commissioners and authorized officers of the District shall have a right to communicate with credit card companies and make arrangements relative to the issuance of credit cards and the setting of credit policies. No officer or employee issued a District credit card may communicate with the credit card company in order to change any of the terms of the credit agreement, change credit limits, etc.

Credit cards issued to the District and assigned to District personnel may only be used to pay a valid expense of the District. They may not be used to pay a personal expense for the assigned employee even though he or she intends to reimburse the District. These cards are obtained and issued solely for the convenience and needs of the District and not for the convenience and needs of the officer or employee.

The purpose of credit cards issued to the District and assigned to District personnel is not to provide a line of credit for the personal needs and expenses of such personnel. The District is not in the business of providing loans for personnel, and personal use of such credit cards will be considered a violation of this policy.

All purchases made on credit cards issued to the District and assigned to District personnel are subject to the approval of the Board of Commissioners. In the event that the Board rejects a purchase made on such credit card, the officer or employee assigned the card shall be personally liable to reimburse the District for such charges.

Personal Responsibility – The individual incurring the costs who fails to comply with District procedures will be personally responsible for all sums charged. Any charges made on District credit cards that do not have proper supporting documentation and detail will be paid by the individual, not the district.

If a charge is determined to be an inappropriate or unauthorized District charge, 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 the said charge within thirty (30) days of the District's receipt of the invoice from the credit card company.

If an individual is a paid employee: In the event payment is not received, the District reserves the right to recover unauthorized or personal charges from the individual via payroll deduction. The employee will be notified in advance that a deduction will be made from his or her next payroll check.

Any officer or employee violating this policy, failing to reimburse the District for a credit card expense rejected by the Board of Commissioners, or failing to immediately return a District issued credit card on notice of demand from the Board shall be guilty of misconduct and subject to disciplinary action.

Officers and employees shall have no right to dispute a charge rejected by the Board. A rejection by the Board shall be a final determination and shall trigger the right to reimbursement for the District.

Officers and employees shall complete claim vouchers required, shall submit all backup documentation requested and shall cooperate with the District Treasurer in verifying the accuracy and correctness of credit card bills for credit cards issued to the District and assigned to him or her.

All purchases on credit cards, both personal credit cards and credit cards issued to the District and assigned to District personnel, shall be supported by credit card monthly bills, credit card bill or receipts issued at the time of payment, and itemized bills issued by the vendor of the goods and/ or services.

All purchases on credit cards, both personal credit cards and credit cards issued to the District and assigned to District personnel, that relate to meals shall be supported by an itemized bill from the restaurant and a list of the personnel in attendance at such meals. Only Commissioners shall be authorized to pay for a meal bill for multiple officers and employees on a credit card issued to the District and assigned to him or her. Chiefs will only be granted this authority based upon a prior Board approval for the particular planned meal.

District-issued credit cards are NOT to be used for the purchase of alcoholic beverages.

Credit cards are to be used for the business expense of the officer or employee using the card and should not be used for the expenses of other officers or employees unless the Board has granted explicit prior approval for the particular expenditure on multiple officers and employees. Credit cards should not be used for the expenses of a spouse, family member or friend accompanying the officer or employee on District business.

Credit cards may be used by officers and employees to purchase supplies or to make travel arrangements for travel of multiple employees when specifically authorized by the Board of Fire Commissioners.

All purchases made by credit card shall be accomplished in a manner that complies with the district's written purchasing and procurement policy. If multiple quotes are required, proper proof of same will be submitted with the claim submission.

All precautions should be taken to avoid paying unnecessary finance charges on District credit cards.

Gasoline (diesel or other applicable vehicle fuel) credit cards issued to the District may only be used to purchase gasoline, diesel, oil, and unavoidable emergency servicing of District owned or rented vehicles. Employees using these credit cards must clearly indicate the vehicle for which the gasoline, diesel, oil or services were purchased in backup documentation submitted with the bills, and must provide information on the business-related travel that caused the need to purchase the products or services.

All gasoline credit card expenses must be documented by a proper receipt.

Gasoline credit cards issued to the District may not be used to purchase products or services for a personal vehicle of an officer or employee. Personal vehicle use reimbursements shall be based upon I.R.S. mileage rates and shall not be for the purchase of gasoline, diesel, etc.

All credit card users have the responsibility to notify both the Credit Card Company and the District Treasurer immediately, in the event the card is lost or stolen.

Expenditures in excess of \$500.00 on the District credit card must be pre-approved by the Board of Fire Commissioners.

Audit of Claims:

The Treasurer will be responsible to maintain records on all district credit card accounts. He or she shall report to the Board on a monthly basis as to the personnel issued cards, the limits placed on the cards and the activity on the cards.

The Treasurer will make certain that each officer and employee issued a card submits the necessary back up documentation for all purchases on the bill presented to the Board for payment although such duties shall not relieve the officer or employee of the obligation to provide same.

The Treasurer shall report any discrepancies or policy violations to the Board of Fire Commissioners.

In auditing the claims, the Board shall review the claims for compliance with the policy.

One commissioner shall be appointed by the Board to review credit card bills monthly and report to the Board as an additional internal financial control. He or she shall at a minimum advise the Board of any issues related to:

- Personal rather than business expenditures;
- Unauthorized expenditures;
- Cash advances or ATM withdrawals appearing on a bill;
- Credit limit changes;
- Credit limit violations;
- Service or finance charges imposed; and
- Issues related to receipt of goods and services

Credit Card Rewards and Points Programs:

In the event that a credit card issued to the District or a credit card on a District account issued to an officer or employee provides a rewards or points program where use of the credit card generates rewards or points, such rewards or points shall be the property of the District and not the property of the officer or employee issued and using the credit card. The Treasurer shall monitor all such rewards and points, make certain that the rewards or points are not being taken or used by an officer or employee for his or her personal purposes and report on same to the Board. The Treasurer shall be authorized to apply any such rewards or points to reduce the balance due on the account based upon the rules of the company that issues the credit card and operates the rewards or points system. If the rewards or points must be applied to some other purpose the Treasurer will work with the Board to see that they are applied to a District purpose. The rewards and points may not be applied to the personal purposes of an officer or employee even if the rewards or points are scheduled to expire and be forfeited.

If an officer or employee uses his or her personal credit card to pay for business expenses of the District he or she incurs, and submits for reimbursement of those expense, the Board makes no claim relative to rewards or points that might be given on that personal credit card account.

Who is included under this policy:

All personnel are included in this policy. The Board of Fire Commissioners is responsible for determining which personnel have a District business need for the issuance of a District credit

card. For purposes of this policy the term, "Personnel" and "Employee", refers to all members and officers of the Fire Department and Fire Company and all employees, officers, and agents of the District.

By Order of the Board of Fire Commissioners
Vestal Fire District
Date approved: October 9, 2024
Reviewed and Approved: October 30, 2024