



# FAIRVIEW

---

## FIRE PROTECTION DISTRICT

**POLICY**

**CREDIT CARDS**

NUMBER: 202.1

EFFECTIVE: March 26, 2018

PAGE 1 OF 1

I. PURPOSE – This Policy outlines rules and criteria for use of District Credit Cards.

II. POLICY – District Credit Cards shall be issued to Directors and District employees as determined by the Board of Directors. They shall only be used for Board-approved and budgeted District business, including, without limitation, pre-approved travel on District business, equipment, and supplies, when the standard warrant purchase process is not timely. Under no circumstances may District Credit Cards be used for purely personal expenditures or non-District business. Improper use of District Credit Cards can be considered a misappropriation of funds.


III. PROCEDURE – Only the persons to whom the credit card was issued, as approved by the Board, may use District Credit Cards. If a District Credit Card is lost or stolen, the person to whom it was issued must immediately notify the General Manager.

Original itemized receipts for each purchase/transaction that document the purpose for which the Card was used and confirmation regarding the person who used the Card are required for all purchases/transactions indicating the date, purpose, and nature of the expense for each purchase/transaction. All documentation regarding any purchases/transactions must be forwarded to the General Manager within five (5) business days of the purchase/transaction. The Board of Directors may require repayment of funds charged to the District Credit Card from any person who uses the Card and fails to follow these procedures. The Board may also prohibit further use of the Card for any person who fails to follow these procedures and/or take other action to remedy the non-compliant use.

IV. RESPONSIBILITY – It shall be the responsibility of the General Manager and the Board Treasurer to review and facilitate payment of credit card bills. Credit Card use receipts will be included with financial reports provided to the Board.

V. AUTHORIZATION –

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Date