

Wenatchee Valley Fire Department

Credit Card Policy and Procedure

Article III, Policy 20

Adopted: December 30, 2022

1.0 POLICY

- 1.1 Wenatchee Valley Fire Department recognizes that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.
- 1.2 It is the policy of Wenatchee Valley Fire Department to manage and control the use of credit cards for official fire department purchases and acquisitions as outlined in RCW 43.09.2855.

2.0 SCOPE

- 2.2 This Policy applies to the use of all credit cards by fire department officials and personnel conducting official department business.

3.0 DEFINITIONS

- 3.1 **Credit card** – All purchase cards including credit, fuel, and prepaid cards used for purchasing.

4.0 GENERAL

- 4.1 Wenatchee Valley Fire Department will follow policies and procedures in accordance with RCW 43.09.2855 including the distribution of cards, credit limits, authorization of purchases and support and payment of bills.

5.0 GUIDELINES

- 5.1 The Fire Chief is authorized to obtain department credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by department officials and personnel.
- 5.2 Credit cards may be issued to Wenatchee Valley Fire Department and used by fire department officials and authorized personnel for purchasing goods, supplies and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the fire department.
- 5.3 Upon authorization from the Fire Chief, or designee, fire department officials and personnel may obtain credit cards from administrative personnel who shall maintain a ledger of the individual receiving the credit card, including the date the card was received.
- 5.4 Officials and personnel with access to a credit card must sign a Credit Card User Agreement (Appendix 6.1) acknowledging the understanding of this policy, and the consequences for misuse. The signed Credit Card User Agreement will be kept in the employee's personnel file.
- 5.5 Officials and personnel will provide administration with detailed documentation to substantiate all credit card purchases.
- 5.6 The overall VISA credit limit shall not exceed \$85,000. Fourteen (14) VISA cards will have a limit not to exceed \$85,000 (11 with a limit of \$5,000 and three with a limit of \$10,000).

- 5.7 The Fire Chief, or his designee, shall establish a procedure for the prompt payment of credit card bills on or before the due date. Credit cards statements shall be reviewed and verified before payment is made. Each purchase will be documented with a detailed receipt.
- 5.8 No official or personnel shall use the fire department-issued credit cards for non-fire department business purposes. No charge(s) shall exceed amounts established and available in the fire department budget.
- 5.9 Cash advances on credit cards are prohibited.
- 5.10 Expenses for authorized travel may be charged to a fire department-issued credit card provided the official or personnel returns to the fire department with credit card receipts in accordance with the fire department travel policies and procedures.
- 5.11 Fuel Cards
- 5.11.1 Fuel cards may be assigned to a specific vehicle, official, or member and will be used exclusively for that vehicle, official, or member to conduct official fire department business.
- 5.11.2 Fuel cards may be used by an authorized official or member for equipment related fuel purchases.
- 5.11.3 When using the fuel card, the official or member will:
- Enter the vehicle number and/or personnel number
 - Enter the odometer reading when possible
 - Request a receipt, if available
 - Sign or initial the receipt, if provided.
- 5.11.4 The Fire Chief is authorized to revoke the use of any charge card issued and immediately require the surrender of the credit card. The fire department may deliver a revocation order to the charge card company with the fire department not being liable for any future costs incurred after the date of revocation.

6.0 APPENDIX:

- 6.1 Credit Card User Agreement

CREDIT CARD USER AGREEMENT

As a member of Wenatchee Valley Fire Department, I accept personal responsibility for the safeguard and proper use of fire department credit cards which have been assigned for my use in the performance of my duties, in accordance with the terms outlined below.

Credit cards are to be used solely for official fire department business and for the specific purposes authorized by the Fire Chief, or his designee. Fire department credit cards are not for personal use.

I have read and understand the credit card policies and procedures as set forth in the Credit Card Policy.

I understand the Fire Chief will disallow my use of a department credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may be subject to discipline, including termination, under fire department policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof.

I understand that I will be held personally liable for inappropriate charges I incur using a fire department credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my department compensation.

The undersigned individual has read and understands the above statements.

Member

Date