

West Sand Lake Fire District #1

Credit Card Policy

Purpose:

To allow the Fire District to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is demanded.

Policy:

The Board of Commissioners, through its Treasurer, will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given a company who can meet the general purchasing needs of the Fire District and the billing and payment requirements of the Fire District.

The Board of Commissioners will determine how many cards are needed for their department and which persons will be allowed to use them. All persons issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the Fire District's policy regarding credit cards

The Board of Commissioners will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

The use of this card is restricted for the West Sand Lake Fire District to acquire goods and services which are appropriate for the conduct the District's business.

Each person to whom a card is assigned is responsible for the use of the cards for their stated purpose. The user is responsible to make sure that any charges are authorized District expenditures and that adequate monies are available within the District's approved budget.

No personal expenditures are allowed by persons with the credit cards, even if the intent is to re-pay the Fire District at a future point.

Credit Card Bills submitted to the Board of Commissioners for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.