



# Gig Harbor Fire & Medic One

RESOLUTION 2017-07  
May 23, 2017

The Board of Fire Commissioners of Pierce County Fire Protection District No. 5 hereby resolves to adopt the attached Credit Card Policy which is attached hereto and incorporated herein by this reference:

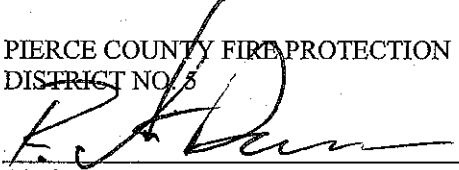
Credit Card Policy # 6000.1


Adopted at a regular meeting of the Board of Fire Commissioners, Pierce County Fire District No. 5, this 23RD day of May, 2017.


Attest:


  
District Secretary

PIERCE COUNTY FIRE PROTECTION  
DISTRICT NO. 5

  
Chairman

  
Commissioner

  
Commissioner

  
Commissioner

\_\_\_\_\_  
Commissioner

## **Credit Card Policy 6000.1**

### **REFERENCE**

RCW 43.09.2855, RCW 42.24.110, Washington State Auditor's Office Budgeting & Accounting Reporting System (BARS), Pierce County Fire District #5 (PCFD #5) Travel Authorization and Expense Reimbursement Policy, and PCFD #5 Resolution # 2017-07.

### **SCOPE**

All users of District issued credit cards.

### **PURPOSE**

Implement district policy for the issuance, use, and control of District issued credit cards.

**POLICY:** Under the authority of RCW 43.09.2855, the District authorizes the establishment and use of credit card account(s) and the issuance of credit cards. The credit cards will be issued and utilized as authorized under this policy and shall be subject to the terms and conditions stated in the statute.

**ISSUANCE:** PCFD #5 may issue a credit card to personnel in the following full-time paid positions: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Administrative Manager, Medical Services Officer, Lead Fleet Mechanic, Fleet Mechanic, Maintenance Technician, and District IT Technician. Credit cards for Battalion Chief, Medical Services Officer, Lead Fleet Mechanic, and Fleet Mechanic may be placed on their assigned vehicles in lieu of issuing them to the listed positions.

Credit cards restricted to fuel and vehicle repair may be placed on department vehicles and apparatus to assist in operational effectiveness and efficiency with approval of the Fire Chief. Restrictions on credit cards placed on apparatus may be modified to include items not related to fuel and vehicle repair for a period not to exceed 14 days by the Fire Chief or designee upon a showing of operational need. If credit cards are placed on Battalion Chief, Medical Services Officer, Lead Fleet Mechanic, and Fleet Mechanic vehicles, they are not required to be restricted to fuel and vehicle repairs under this paragraph.

### **CREDIT LIMITS:**

A credit card issued to the position of Fire Chief shall have a maximum credit limit of \$20,000.

Credit cards issued to the position of Deputy Chief and Assistant Chief shall have a maximum credit limit of \$10,000.

Credit cards issued to the position or vehicle of Division Chief, Battalion Chief,

Medical Services Officer, District IT Technician and Administrative Manager shall have a maximum credit limit of \$5,000.

Credit cards issued to the position of Lead Fleet Mechanic, Maintenance Technician, and Fleet Mechanic shall have a maximum credit limit of \$2,000.

Credit cards placed on District vehicles and apparatus shall have a maximum credit limit of \$2,000 unless otherwise stated in this policy.

Up to two credit cards may be secured at Station 50 to be assigned on a temporary basis to personnel as needed and as directed by the Fire Chief or the Fire Chief's designee. These card shall have a maximum credit limit of \$5,000.

**USE:** Usage will be closely monitored by the Finance Division and shall be used in compliance with the following:

1. **Rules:** All credit card purchases shall comply with the following rules.
  - The credit card is not to be used as a means to bypass the normal District purchasing procedures.
  - Cards may not be used for personal purchases.
  - Cards may be used for emergent vehicle repair services in the event that District provided vehicle maintenance and/or service cannot reasonably be performed and it is necessary to ensure the safety of District personnel and/or property.
  - All credit card usage shall conform with State of Washington purchasing, bidding, and contracting requirements.
  - Alcohol may not be purchased with the credit card.
  - Cards may not be used for cash advances, entertainment, or hotel/motel amenities.
  
2. **Travel:** Credit cards may be used by District personnel who are in travel status on official District business in amounts reimbursable under the District Travel Authorization and Expense Reimbursement Policy. Use of the District credit card is for exceptions only with prior approval of the Fire Chief or designee; all attempts must be made to receive funds prior to departure through the Advanced Travel process.
  
3. **Purchases:** Credit cards may be used for the purchase of goods or supplies if vendors are unable to comply with normal District purchasing procedure, or where the requirement of opening an account would delay a critical purchase or reduce District efficiency.

**Fuel:** Fuel for District vehicles required for District business is allowed when District fueling tanks are not reasonably available.

**USER RESPONSIBILITY:** Responsibility of the user/carrier of the card is as described below.

- The card holder shall be the sole user and retain possession of the card at all times and be responsible for all charges made while it is in his/her possession.
- The user shall submit a District Expense/Rembursement Claim Form, to include a salary lien for disallowed charges to Accounts Payable within five (5) business days following the purchase or completion of travel. If the District Expense Claim Form is turned in later than five (5) business days, an explanation as to why it was turned in late must be attached.
- The user shall repay any improper charges or undocumented charges at the time the District Expense Claim Form is submitted. Any such charges not paid at this time will be withheld from the individual's next paycheck and their supervisor will be notified of the claim. Charges to be reimbursed shall include any interest and all other related charges made by the credit card company.
- No use of a District Credit Card is authorized if any disallowed charges are outstanding and card holder shall surrender the card upon demand by the Fire Chief or designee. The Fire Chief's card must be surrendered on request of the Board of Fire Commissioners.
- The user must obtain pre-authorization for anything not clearly described above as allowable. Failure to do so may cause user to be financially responsible for the charge.
- Lost or stolen cards must be reported to the on-duty Battalion Chief immediately. The Battalion Chief will contact the Chief on call.
- District credit cards will be returned in the event the employment relationship is terminated.
- Abuse of the District issued credit card could result in the credit card being confiscated.

**DOCUMENTATION REQUIREMENTS:** Employees authorized to use District credit cards are responsible for providing all necessary documentation required to process payment on a timely basis. A District Expense Claim Form will be completed and the necessary documentation is as follows:

1. The District Expense Claim Form with all supporting documentation will be filled out and turned in to Accounts Payable within five (5) business days following the purchase or completion of travel. If later than five (5) days, an explanation as to why it is late will need to be attached.
2. Appropriate supporting documentation includes but is not limited to delivery confirmations, receipts and/or packing slips.
3. Employees will document internet purchases by printing out the purchase confirmation page from the vendor's website.
4. Employees will document phone purchases by signing a copy of the page the item was ordered from (i.e. catalog page, brochure, flyer, etc.)
5. The names(s) of others who traveled, partook of meals, or otherwise incurred expenses (i.e. retreat meals, etc.) must be listed on the form. State whether they were District personnel. If they are not, state who they were and what connection they had with District business.
6. Attach original receipts to the District Expense Claim Form. The receipt

must include the name of the business in which the purchase was made, an itemization of the goods or supplies purchased, date, and total amount charged. If receipt does not contain the required information, the missing information and an explanation as to why the information is missing will need to be attached to the District Expense Claim Form.

7. Include the BARS account code in which the purchase is to be charged on the form.
8. District Expense Claim Forms are subject to all District approval, purchasing rules, and review procedures.

CONTROL: The elected Board of Commissioners, or their designee, will review expenditures in conjunction with the normal warrant review and approval. The Fire Chief must approve any exceptions to this policy in advance.