

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Credit Card Policy

POLICY NUMBER: 3041

APPROVAL DATE: 03/21/24

3041.1 To provide guidelines for personnel while conducting business or training, the use of the Southern Inyo Fire Protection District credit card, and personal credit cards.

3041.2 Scope.

3041.2.1 Elected District officials; and

3041.2.2 All District employees and volunteers.

3041.3 Policy. District Board members and District employees are occasionally required to travel out of town to conduct District business, or to attend training. Out of town travel is usually defined as travel outside of the boundaries of the District.

The Board of Directors preapproves necessary travel expenses to the Fire Chief's meeting and the EMCC meeting. The Chief additionally has authority to spend the current year's travel budget.

All District credit card purchases made by board members must be approved in advance by the Board of Directors. Necessity, feasibility, cost, and benefit will all be taken into consideration.

3041.4 Procedure. This policy establishes the procedures concerning authorized expenses utilizing a District credit card.

3041.4.1 Submission of credit card receipts:

Reimbursement for expenses or personal credit card use incurred on behalf of the District shall be itemized on an expense reimbursement form available from the District Administrator. Individuals are expected to submit expense claims and/or credit card receipts as soon as possible. Each claim or charge receipt must clearly indicate the date, nature of expense, amount claimed or charged, and have your signature.

3041.4.2 The following procedures apply to District credit card transactions:

3041.4.2.1 If the employee is provided a District credit card for expenses, the employee is required to retain and submit original copies of all items charged to the card.

3041.4.2.2 The appropriate manager is responsible for authorizing credit card use in accordance with provisions of this policy and other District policies including expense authorization (Policy #3040).