

EAST COUNTY FIRE & RESCUE


POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Credit Card Purchasing Policy

PPG NUMBER: 90.3.3

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DATE OF ISSUE: 05-15-2007

APPROVED BY: 
Board Chair

REVISED: 05-07-2019

Purpose:

To establish a standardized system for the issuance, use and control of agency credit cards within the District.

Credit Cards

- Credit cards may be issued to Commissioners, Officers, and Administrative Personnel.
- Credit cards issued to Commissioners, Officers, and Administrative Personnel must be kept in a secure location at all times.
- Credit cards reserved for use on Mobilizations shall be kept in a secure location to be checked out by appropriate personnel.
- Credit card limits shall not exceed \$1,000 without approval by the Board of Commissioners.
- District credit cards shall be used for authorized business expenses only.
Any expenses not properly documented shall be payable to the District by the official or employee per RCW 42.24.115.
- Credit card balances shall be paid monthly.
- The Accounting Assistant shall act as Custodian of the District credit card account and have access to all credit card accounts for auditing purposes.
- Detailed receipts and written documentation of credit card purchases must be delivered to Accounts Payable in a timely manner.
- Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.
- The Board of Commissioners will review credit card purchases at least monthly.
- Cash advances of any kind and personal purchases are prohibited per RCW 42.24.
- Any charges against the credit card that are not properly documented or are disallowed following a review by the Board of Commissioners shall be paid by the official or employee in a timely fashion using check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have the right to withhold from any and all funds payable or to become payable to the official or employee up to the amount of the disallowed credit card charges and interest at the same rate as charged by the credit card company which issued the charge card.
- The Board of Commissioners shall have unlimited authority to revoke the use of any charge card issued.