

SOG# 505-16	Standard Operating Guideline	Administrative								
	<h2 style="text-align: center;">Cumberland Road Fire Department Inc.</h2> <div style="border: 1px solid black; padding: 5px; text-align: center;">Department Issued Credit Cards</div>	<table border="1" style="width: 100%;"> <tr> <td colspan="2" data-bbox="1031 136 1424 147">Approved By</td> </tr> <tr> <td colspan="2" data-bbox="1031 147 1424 178">Board of Directors</td> </tr> <tr> <td data-bbox="1031 210 1230 231">Effective Date</td> <td data-bbox="1230 210 1424 231">Revised Date</td> </tr> <tr> <td data-bbox="1031 231 1230 262">January 11, 2017</td> <td data-bbox="1230 231 1424 262"></td> </tr> </table>	Approved By		Board of Directors		Effective Date	Revised Date	January 11, 2017	
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**PURPOSE:**

To allow fire department personnel access to efficient and alternative means of payment for approved expense, related to the business of the Cumberland Road Fire Department.

To improve managerial reporting related to credit card purchases.

**PROCEDURE:**

Credit cards shall only be issued to Officers of the department upon approval by the Board of Directors.

Credit cards shall be used only for purchases related to the business of the Cumberland Road Fire Department.

Authorized uses of a credit card include:

- Airline tickets for authorized business trips, lodging, meals, and car rental.
- Properly authorized expenditures to include but not limited to; supplies, materials, repairs, and training activities.

Detailed receipts must be retained and attached to a month credit card log and turned into the departments Administrative Officer on or before the 5<sup>th</sup> of each month. The Fire Chief and Administrative Officer shall review the purchases and documentation and indicate whether the purchase complies with this policy and the departments purchase policy, regarding business cost and the appropriate level of authorization to make the purchase.

An expense in excess of \$100.00 by a non-chief officer, must receive prior approval from a chief officer.

There shall be no expense in excess of \$1000.00 made by **ANY** card holder, without prior approval from the Board of Directors.

In the event an emergency situation arises requiring the purchases of supplies or materials to correct a situation, or needed repairs to equipment, apparatus, or to the building, purchases may be made without prior approval from the Board of Directors. The Fire Chief must notify the President of Board of Directors of these purchases, within a reasonable time frame. If in the event the President is not available, the next highest Board Officer shall be notified.

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If in the event a receipt is lost, a written detailed description of the purchase, to include the date, cost and items purchased must be submitted to the Fire Chief or his/her designee.

Any unsupported credit card charges or transactions which do not comply with this policy, or the departments purchase policy, will be subject to repayment by the card holder/employee.