



WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Credit Card Policy

OBJECTIVE:

All Personnel are acting as representatives of the Fire District ("District") when using any credit card for District business related expenses. The Board of Fire Commissioners believes that standards should be set to govern the use of credit cards issued to the Fire District and assigned to District personnel and personal credit cards used by personnel to pay District business related expenses for which reimbursement will be sought.

All users of the Fire District credit card must adhere to the following and conditions of use of Fire District credit cards.

APPLICABILITY:

All personnel are included in this policy. The Board of Fire Commissioners is responsible for determining which personnel have a District business need for the issuance of a District credit card. For purposes of this policy the term, "Personnel" and "Employee", refers to all members and officers of the Fire Department and Fire Company and all employees, officers, and agents of the Fire District.

POLICY:

Credit cards issued to the Fire District and assigned to District officers and personnel are a matter of the discretion of the Board of Fire Commissioners. The Board reserves the right to demand the return of such cards from the personnel to whom they have been issued. District credit cards will only be issued when the Board determines that there is a valid business related need to obtain the credit card and to issue it to a particular officer or employee.

The Board reserves the right to cancel any credit card it has issued in the name of the District and issued to an officer and employee at any time. It shall accept no liability for any inconvenience or embarrassment encountered by an officer or employee unable to use a District issued credit card due to such cancellation.

Only the Board of Fire Commissioners and authorized officers of the Fire District shall have a right to communicate with credit card companies and make arrangement relative to the issuance of credit cards and the setting of credit policies. No officer or employee issued a District credit card may communicate

with the credit card company in order to change any of the terms of the credit agreement, change credit limits, etc.

Credit cards issued to the Fire District and assigned to District personnel may only be used to pay a valid expense of the Fire District. They may not be used to pay a personal expense for the assigned employee even though he or she intends to reimburse the District. These cards are obtained and issued solely for the convenience and needs of the District and not for the convenience and needs of the officer or employee.

The purpose of credit cards issued to the Fire District and assigned to District personnel is not to provide a line of credit for the personal needs and expenses of such personnel. The District is not in the business of providing loans for personnel, and personal use of such credit cards will be considered a violation of this policy.

All purchases made on credit cards issued to the Fire District and assigned to District personnel are subject to the approval of the Board of Fire Commissioners. In the event that the Board rejects a purchase made on such credit card, the officer or employee assigned the card shall be personally liable to reimburse the District for such charges.

Any employee failing to reimburse the Fire District within two weeks of receipt of a bill from the District Treasurer for a credit card expense rejected by the Board of Fire Commissioners or failing to immediately return a District issued credit card on notice of demand from the Board shall be guilty of misconduct and subject to disciplinary action.

Employees shall have no right to dispute a charge rejected by the Board. A rejection by the Board shall be a final determination and shall trigger the right to reimbursement for the District.

Employees shall complete claim vouchers, shall submit all backup documentation requested and shall cooperate with the District Treasurer in verifying the accuracy and correctness of credit card bills for credit cards issued to the Fire District and assigned to him or her.

All purchases on credit cards, both personal credit cards and credit cards issued to the Fire District and assigned to District personnel, shall be supported by credit card monthly bills, credit card bill or receipts issued at the time of payment, and itemized bills issued by the vendor of the goods and/or services.

All purchases on credit cards, both personal credit cards and credit cards issued to the Fire District and assigned to District personnel, that relate to meals shall be supported by an itemized bill from the restaurant and a list of the personnel in attendance at such meals. Only Fire Commissioners shall be authorized to pay for a meal bill for multiple officers and employees on a credit card issued to the Fire District and assigned to him or her. Chiefs will only be granted this authority based upon a prior Board approval for the particular planned meal.

Credit cards are to be used for the expense of the officer or employee using the card and should not be used for the expenses of other officers or employees unless the Board has granted explicit prior approval for the particular expenditure on multiple officers and employees. Credit cards may be used by officers and employees to purchase supplies or to make travel arrangements for travel of multiple employees when specifically authorized by the Board of Fire Commissioners.

All precautions should be taken to avoid paying unnecessary finance charges on District credit cards.

The Fire District hereby adopts the following rules that apply specifically to issuance and use of fuel cards by Fire District personnel:

Fuel (diesel or other applicable vehicle fuel) credit cards issued to the District may only be used to purchase gasoline, diesel, oil, and unavoidable emergency servicing of District owned or rented vehicles. Employees using these credit cards must clearly indicate the vehicle for which the gasoline, diesel, oil or services were purchased in backup documentation submitted with the bills, and must provide information on the business related travel that caused the need to purchase the products or services. Fuel credit cards issued to the District may not be used to purchase products or services for a personal vehicle of an employee.

The Fire District will obtain fuel credit cards from a State bid (WEX), if available. In the event that no such bid is available, the Board of Fire Commissioners will select a vendor to supply the fuel credit cards. The fuel credit cards are issued solely for the purpose of fueling gasoline driven powered vehicles and equipment owned by the Fire District.

The Fire District Manager will be in charge of the issuance and maintenance of District Fuel Credit Cards. The Fire District Manager will issue fuel credit cards in accordance with the provisions of this policy. The Fire District shall maintain a list of the credit cards issued. All personnel must immediately report the loss of a fuel credit card to the District Manager who will take appropriate action to mitigate any financial harm to the Fire District. In addition, he shall provide notification to the Board of Fire Commissioners of any fuel credit card loss.

The Fire District will obtain fuel credit cards for gasoline powered vehicles owned by the Fire District.

A fuel credit card will be assigned to all gasoline powered Fire District vehicles. The initial list is attached hereto (as Schedule A) and will be amended as vehicles are added or subtracted from the District fleet.

The Fire District will periodically review the issuance of District fuel cards to insure that cards are properly assigned to District vehicles.

Additionally, the District will obtain a fuel card for the purchase of fuel for fuel driven powered equipment. This card may be utilized by Senior Houseman and District Manager to purchase fuel for district equipment.

The District will also maintain a separate fuel credit card for emergency purchase of fuel: i.e. diesel

PIN NUMBERS:

The following personnel will have individual PIN numbers assigned to them for authorization to utilize any card. Any individual assigned a PIN Number shall only utilize their assigned PIN for the purchase of fuel for Fire District Vehicles and/or equipment. Any member/employee who utilizes another's PIN number, or utilizes a PIN number that is not assigned a number, may be subject to disciplinary action. Any person assigned a PIN number shall be provided a copy of this Policy and shall acknowledge receipt of this policy in writing.

The District Manager shall maintain a listing of Personnel assigned PIN Numbers. This listing shall include, at a minimum, the member's name, position, date PIN assigned and date PIN removed as

applicable. Pin numbers will be assigned to Fire District/Fire Department personnel by the Board of Fire Commissioners. Pin numbers will be initially assigned to the individuals listed on Schedule B.

The Board of Fire Commissioners reserves the right to review the issuance of PIN numbers to add or delete such numbers in the best interests of the Fire District.

FUEL LOGS AND RECEIPTS

Monthly fuel logs will be kept on all vehicles assigned a fuel credit card. A fuel log will be developed for gasoline driven equipment. All vehicle logs shall include the vehicle/date of purchase/mileage/gallons dispensed/operator initials. The equipment log shall include container size/date of purchase/gallons dispensed/operator initials. Receipts shall be obtained on all purchases to coincide with the log. Only the WEX card assigned to the specific unit can be used, along with the PIN number of the operator authorized to obtain fuel. The previous month's fuel log shall be submitted to the treasurer no later than the fifth (5th) of the month, along with the receipts of purchase. The logs/receipts shall be attached to the WEX bill by the treasurer, for auditing by the Board of Fire Commissioners.

Entries in the vehicle use log maintained in each vehicle are required and entries shall be completed each time a vehicle is fueled. Additionally, a pump or station receipt shall be obtained each time a vehicle is fueled. With respect to equipment and auxiliary fuel storage containers, the submitted receipt shall reflect the equipment and/or fuel storage container that was filled (i.e., chain saw gas can 6-3-9) and the initials of the person who purchased the fuel. All receipts shall promptly be submitted to the District Manager.

The District Manager shall reconcile the received receipts with the monthly bill. If a receipt or receipts are missing, the District Manager shall attempt to rectify the issue by advising the appropriate member/employee responsible for submittal. If the member/employee subsequently cannot produce the receipt, that member/employee shall communicate in writing as to the facts and circumstances thereof and as additional documentation attach the vehicle log for the receipt in question. This communication and any other documentation shall be attached to the invoice. Continual or flagrant failure of a member/employee's submittal of receipts will be brought to the attention of the BOFC for further action.

The District Manager, after reconciliation, shall forward the invoice and all other pertinent documentation to the Treasurer for review and processing pursuant to established procedures.

The individual who obtained the fuel is responsible for submitting the receipts to the District Manager.

REVIEW AND AUDIT

The Board will periodically conduct audits of fuel card usage to insure that the policy is being followed.

Established 07/30/2007

Revised 09/27/2011

Revised 03/13/2017

SCHEDULE A

Four (4) Fire Chief vehicles.
Two (2) Fire Department vehicles (6-3-3/6-3-5).
One (1) District Manager vehicle.
One (1) Fire Commissioner vehicle.
One (1) First Responder vehicle.
One (1) for fuel driven powered equipment.
One for District Marine Unit.

SCHEDULE B

Four (4) current Chiefs.

Fire Department personnel namely, Captains and Lieutenants
District Manager

Five (5) current Fire Commissioners (if requested)

Senior Houseman.

Five (5) F/T Paramedics

Four (4) P/T Paramedics