

**DISTRICT CREDIT CARDS**

**Purpose:**

Any member may be issued a district credit card to be used for business development and travel expenses only.

**Scope:**

The Board of Trustees shall approve the cards and limits.

**Guidelines:**

It shall be the responsibility of the member to submit an expense report and any receipts of purchase immediately upon return from department business.

- A. The Chief shall be responsible for the tracking of all district credit cards.
- B. No district credit card is to be used for personal use.
- C. No district credit card is to be used for alcoholic beverages.
- D. No district credit card is to be used for or any other purchases other than those approved by the district.
- E. Usage of any district credit card shall be reported to the Administrative Assistant along with the receipts.
- F. Unauthorized expense on a credit card shall be reimbursed by the member using it.
- G. Excessive abuse of a district credit card shall result in the privilege of future use of district credit cards and/or disciplinary action.

**Personal Issued Cards:**

- A. The Chief and/or Assistant Chief may be issued a personal credit card to conduct business for the district.
- B. Each card shall be embossed with the employee's name and the name of the district.
- C. Credit cards shall be returned immediately at the request of the Chief.
- D. The Administrative Assistant shall keep an accurate log of the card numbers and to whom they are assigned.
- E. All guideline rules shall be adhered to in this policy.