

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Finance
Policy Number	AF-3601-02
Policy Title	CREDIT CARDS

**STATEMENT OF POLICY**

The Fire Chief may issue a District credit card to any career officer in order to simplify tracking of routine expenses incurred on behalf of the District.

**RESPONSIBILITY AND TRAINING**

Staff are responsible for adherence to and implementation of this policy. Training staff about the policy and associated procedures is the responsibility of the Fire Chief.

**REQUIREMENTS BEFORE ISSUANCE**

Staff must sign this policy's training sheet and an authorization for the District to deduct from a subsequent pay cheque any personal expenses mistakenly charged or expenditures in excess of approved allowances. The Fire Chief shall set a reasonable credit limit on all cards.

**CARE AND USE OF THE CARD**

Only the staff member named on a card may use that card. The card is not transferable and may not be lent to another person, even another member of staff. Cards may not be used for purchases over \$1,000, except by or with the prior approval of the Fire Chief. Cards may not be used at any merchant or for any product or service normally considered to be an inappropriate use of public funds. If a card is lost or stolen, staff should contact the bank and the Chief immediately to reduce District liability for fraud.

**PERSONAL EXPENSES**

Employees shall not use a District card for personal expenditures. Personal expenses charged to the District will be recovered by deduction from a subsequent pay cheque.

**EXPENSE TRACKING**

It is the responsibility of the staff member holding a District card to keep records and account for expenditures charged. Individual receipts shall be retained and attached to the corresponding statement. Notes shall be included on receipts if use of the item is not obvious. The signed and reconciled statement, with receipts attached, should be

forwarded to the person responsible for reviewing and approving expenses.

**FEES**

Fees and interest on District cards are the responsibility of the District.

**BENEFITS AND BONUSES**

All benefits and bonuses accruing to a District credit card, e.g. cash rebates, are the property of the District.

**EMPLOYER'S DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

**CROSS REFERENCES**

Policy AF-3301-02 *Staff Expenses*

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1. Amendment date:	2015-10-26	Approved by:	Board of Trustees
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	