PORT WASHINGTON FIRE DEPARTMENT

CREDIT CARD POLICY

This Policy provides the rules regarding Fire Department issued credit cards.

1. The Department shall maintain the following credit card(s):
   -American Express
   -Exxon Fleet
   -Staples
2. Department credit cards are issued to and may only be used by the following officials and employees:
   a. Chief's Office
   b. Board of Directors
   c. Department Office Manager
   d. Department Chaplain
   e. Maintenance Supervisor and Assistant Supervisor
3. Department issued credit cards are to be used ONLY for official Fire Department business.
4. All receipts for credit card purchases must be submitted to the Office Manager and submitted to the Board of Directors for payment approval. Receipts must detail all charges including the name of the individual who incurred the charge, the reason for the charge and the amount of the charge.
6. Personal Responsibility-The individual incurring the costs who fails to comply with Department procedures will be personally responsible for all sums charged. Any charges made on Department credit cards that do not have proper supporting documentation and detail will be paid by the individual, not the Department.
7. If a charge is determined to be an inappropriate or unauthorized Department charge, or if adequate documentation of the charge is not submitted to show it to be an authorized Department charge, the individual responsible for the charge will be expected to pay said charge within thirty (30) days of the Department's receipt of invoice from the credit card company.
8. All credit card users have the responsibility to notify both the Credit Card Company and the Board of Directors immediately, in the event the that the card is lost or stolen. The customer service telephone numbers for the credit cards are marinated by the Department's Office Manager.
9. Expenditures in excess of $500.00 on the Department credit card must be pre-approved by the Board of Directors.