Grant County Fire Protection District 3

POLICY AND PROCEDURE

---

1. NUMBER: 6.1.07

2. SUBJECT: ***Revolving and Credit Card Accounts***

3. POLICY: The District can create revolving accounts for essential purchases. Additionally, with the authority granted by RCW 43.09.2855, this allows the District to create credit card accounts and the utilization of them. This policy and procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief as well as District personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. Purchasing items through revolving accounts is preferred when possible. In cases where it aligns with the District's interests, a credit card may be used.

   B. Revolving accounts:

      No District revolving accounts shall be established without the approval and authorization of the District Fire Chief or designee. Application for new revolving accounts shall be completed by the District Secretary and approved by the District Fire Chief or designee. Yearly, the Board of Commissioners will review the revolving accounts and confirm conflict of interest.

      1. Revolving account purchase process:
         a) Only authorized/designated personnel of the District shall use the revolving accounts for authorized District purchases.
         b) The signed charge slip for purchases must be submitted to the District Secretary immediately after the purchase.
         c) All signed charge slips will include a brief description of the use of the item purchased.

   C. Credit Card accounts:

      The credit cards shall be issued to those Fire District personnel that are authorized by action of the Board of Commissioners, District Fire Chief or designee and shall be subject to the terms and conditions stated in the RCW 43.09.2855.

No District credit card accounts shall be established without the approval and authorization of the District Fire Chief or designee. Applications for new credit card accounts shall be completed by the District Secretary and approved by the District Fire Chief or designee. Notification to the Board of Commissioners of newly established credit card accounts will be the responsibility of the District Secretary.

No District credit card may be used to obtain a cash advance. The holder of the card must comply with the requirements of RCW 42.24.115 (3). Failure to comply with the statutory or policy provisions shall result in a forfeiture of the credit card. All District credit cards are subject to recall by the Board of Commissioners, District Fire Chief or designee at any time.

D. Current credit card accounts:

Key Bank credit card will be issued to authorized personnel, for the purchase of District supplies, equipment, travel, meeting supplies, other expenses and shall have a maximum credit limit of $5,000.00. The limit may be increased for special purposes with the District Fire Chief or designee's approval. See Appendix 6.1.07 #1 Authorized Users and Credit Limits.

Washington Trust credit card will be issued to authorized personnel to be primarily used for the purchase of District supplies, equipment, travel, and meeting expenses. See Appendix 6.1.07 #1 Authorized Users and Credit Limits. The limit may be increased for special purposes with the District Fire Chief or designee's approval

E. Credit Card Guidelines: The District authorizes the use of the credit card for the following purposes:

1. Travel expenses for authorized District travel. The District credit card will be authorized for food, gas, lodging, and other expenses while traveling or attending approved training/activities on behalf of the District.
2. The purchase of authorized District supplies and equipment from suppliers where the District cannot establish a charge account.

a) Travel and Meeting Expenses:
   1) The District credit card may be used for authorized travel expenses and expenses incurred in attending authorized meetings, seminars, conferences, and training/activities on behalf of the District.
   2) The Expense form will be completed and forwarded to the

District Secretary 7 days before the travel date. See Appendix 5.2.04 Expense Form. The release of the credit card will be completed 1-3 days prior to travel. See Appendix 6.1.07 #2 Release of District Credit Card.

3) The charge slip for travel or meeting expenses must be submitted using the credit card receipt log within two business days after the meeting or the completion of travel to the District Secretary. See Appendix 6.1.07 #3 Credit Card Log.
4) The monthly billing for all charges on the credit card account must be submitted to the Board of Commissioners for approval of payment at the Board of Commissioners meeting following the receipt of the billing.
5) All charges must be itemized showing the item purchased, the date of the purchase, the supplier and the name of the person who made the purchase.
6) All billings for travel expenses must be processed under the provisions of RCW 42.24.115.

b) Credit Card purchasing processing:

The user of the credit card shall comply with the following procedures:

1) The charge slip for purchases of supplies and equipment must be submitted to the District Secretary within two business days of the date of the transaction.
2) The monthly billing for all charges on the credit card account must be submitted to the Board of Commissioners for approval of payment at the Board of Commissioners meeting following the receipt of the billing.
3) All charges must be itemized showing the item purchased, the date of the purchase, the supplier and the name of the person who made the purchase.
4) All billings for travel expenses must be processed under the provisions of RCW 42.24.115.

Forms: See Appendix

1. Authorized Users and Credit Limits
   Appendix 6.1.07 #1
2. Release of District Credit Card
   Appendix 6.1.07 #2
3. Credit Card Log
   Appendix 6.1.07 #3