

SPOKANE COUNTY FIRE DISTRICT 8

Policy

P10.02.07 Credit Cards



Adopted: 10/19/2015

Board Chair:

Commissioner:

Commissioner:

Policy: Credit Cards

Under the authority of RCW 43.09.2855, the District authorizes the establishment of a credit card account. Credit cards shall be issued to those Fire District personnel who are authorized by either the Fire Chief or the Board of Commissioners and shall be subject to the terms and conditions stated in the statute and in this policy.

1. The District authorizes the use of the credit cards for the following purposes:
 - a) Travel expenses for authorized District travel.
 - b) The purchase of authorized District supplies and equipment from suppliers where the District cannot establish a charge account.
2. The use of credit cards shall conform to the following procedures:
 - a) **Travel and Meeting Expenses.** The District credit card may be used for authorized travel expenses incurred while attending authorized meetings, seminars and conferences.
 - b) **Purchases.** Credit card purchases of supplies and equipment must be authorized either by the Board of Commissioners, the Fire Chief or the Chief's designee.
3. The user of the credit card shall comply with the following procedures:
 - a) The charge slip for purchases of supplies, equipment or services must be submitted to the District within seven (7) business days, or upon return to the District. A fully itemized travel expense voucher must be submitted within thirty (30) days of the billing date if multiple charges have been made.
 - b) All billings for travel expenses must be processed under the provisions of RCW 42.24.115 (3).

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 and may include disciplinary action up to and including termination and possible civil liability. All District credit cards are subject to recall by the Board of Commissioners at any time.