

SPOKANE VALLEY FIRE DEPARTMENT

Board of Fire Commissioners

Credit Card Policy # 021

Credit Card Policy (#182)

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Adopted: 01/31/12

Reviewed: 10/14/19

Revised: 03/29/19

Person Responsible: Finance Director

Policy:

The Spokane Valley Fire Department shall issue official Department credit cards to members of the Board of Fire Commissioners and members of staff as approved by the Finance Director.

References:

RCW 43.09.2855

RCW 42.24.115

Board of Fire Commissioner Policy #021

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I. Local Government – Authority for Use of Credit Cards

As outlined in [RCW 43.09.2855](#), local governments, including special purpose districts, are authorized to use credit cards for official government purchases and acquisitions.

II. Authorization for Credit Card

The Finance Director will authorize acquisition of all credit cards for the Board of Fire Commissioners and other approved members of staff.

A. Upon approval to acquire a credit card, the Finance Director or designee will send a request to the current bank issuing Department credit cards, to request a new card.

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B. The credit limit on Department cards shall not exceed \$5,000 unless authorized by the Finance Director.

C. Approved cards will be distributed upon arrival by the Receptionist.

III. Use of Department Credit Card

Department credit cards shall be used for official travel, purchase of approved, budgeted goods and services, educational course registrations, supplies for training classes, (including light refreshments) and other approved expenses. The least expensive item that meets the needs of the Department should be sought.

A. Department credit cards shall not be used to pay for travel or other purchases for a non-employee of the Department, unless approved in advance by the Finance Director.

B. Meals and beverages charged on Department credit cards shall not include the purchase of alcohol.

C. Department credit cards may not be used for cash advances of any kind or any other personal use.

D. The employee whose name appears on the card is the only individual who may use the card.

E. As outlined in [RCW 42.24.115](#), any charges against the charge card not properly identified or not allowed shall be paid by the official or employee by check, United States currency, or salary deductions. If disallowed charges are not repaid before the charge card billing is due and payable, SVFD shall have a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest.

III. Reporting Charges

A. The cardholder will attach all original itemized receipts to support charges with corresponding budget codes. The monthly transaction log, including original receipts, shall be forwarded to a supervisor for their signature. After approval, the supervisor will forward to Finance by the due date for payment processing. Proper

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forms associated with purchases for process of payment shall be attached. (See S&O 181 for Travel Reimbursement).

- B. In the event of a lost receipt, every effort shall be made by the employee to obtain a duplicate and if not possible an Affidavit for Lost Receipt(s) – Expenditure Certification shall be completed.

IV. Payment of Charges

Credit card charges shall be paid in full each month through the voucher process. Original itemized receipts shall be attached to the monthly invoice.

V. Lost or Stolen Cards

Personnel shall immediately notify the Finance Director and the issuing bank in the event of a lost or stolen credit card. Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

VI. Unauthorized Charges

Any unauthorized charges that are noted should be immediately reported to the Finance Director and the issuing bank.

VII. Account Cancellation

The Department reserves the right to cancel a cardholder's account at any time. Upon retirement or termination, the cancelled credit card shall be returned to the Finance Director.

VIII. Security

The cardholder shall safeguard the credit card and account number at all times.

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Adopted: 01/31/12
Reviewed: 10/14/19
Revised: 03/29/19

Person Responsible: Finance Director

Reviewed:
Spokane Valley Board of Fire Commissioners:
October 26, 2015

Amended:
Spokane Valley Board of Fire Commissioners:
February 8, 2021