

NORTH SHORE FIRE DEPARTMENT	
STANDARD OPERATING PROCEDURES	SECTION: S.O.P. # 243
	INITIAL: 09-17-11
	LAST REVIEW: 10-01-19
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SUBJECT: DEPARTMENT CREDIT CARD USE	
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2 **PURPOSE**

3 To provide a procedure for use of the department business credit card.

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5 **SCOPE**

6 This procedure applies to all members.

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8 **PROCEDURE**

9 Administration will maintain a business credit card for departmental purchases. The use of the
 10 department credit card shall be strictly for the purchase of approved goods or services. After the
 11 purchasing of the approved item(s), the employee will forward the associated printed receipts to the
 12 Accounting Assistant. The employee using the credit card is responsible for any credit, return or
 13 dispute regarding the purchase. The employees authorized to use a credit card shall accept financial
 14 responsibility for its use and are also responsible for lost or stolen cards. If a card is lost or stolen,
 15 promptly report this to the credit card company and then report the loss to the Finance Director or
 16 the Fire Chief.

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18 At no time is the credit card to be used without permission or for any transactions that are personal in
 19 nature. Prior approval, whenever possible, will be obtained from the Fire Chief. Misuse of the credit
 20 card will result in revocation of the privileges of the credit card, and if necessary appropriate
 21 disciplinary action. Liability for misuse of the credit card will be directly assumed by the credit card
 22 user, and not the Department.

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24 The following guidelines will apply:

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- 26 • The cards will be issued to the Fire Chief, the Assistant Chief, *Battalion Chiefs*, the Fire
 27 Marshal, the Mechanic, the Department IT POC, the Department Maintenance POC, the
 28 EMS Captain, the EMS ordering Lieutenant, the Finance Director and the Administrative
 29 Coordinator who are considered the **authorized users** of the card.
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- 31 • The credit card may be used for online purchases, conference or travel reservations
 32 and/or preapproved monthly credit payments, such as monthly telephone or subscription
 33 services, and other purchases as determined appropriate by Administration.
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- 35 • The credit card may be used in emergency situations when an item(s) cannot be
 36 purchased following the department's regular approval process. Only an authorized user
 37 will make these emergency purchases.

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- In the event that credit card information is given to other members of the Department to make purchases the authorized users will take full responsibility for those purchases made on their card under their direction. Every attempt to maintain the integrity and security of the credit card information shall be made in every instance and transaction, and no purchase shall be made on any authorized user's card without their knowledge and/or permission. Authorized users are still responsible for obtaining receipts for the transaction and providing that receipt to the Accounting Assistant.
 - Credit cards and receipts are to be kept in a secure location.
 - Once the individual has purchased the item(s), a receipt needs to be turned into the Accounting Assistant for recordkeeping/ documentation of the purchase.