

## **TOWN OF CLAYTON FIRE DISTRICT, NEW YORK CREDIT CARD POLICY AND PROCEDURES**

Adopted 3/13/2019

The Town of Clayton Fire District credit card is only to be used in the following situations:

1. Hotel reservations when the only means of reserving a room is with a credit card;
2. card;
3. Transportation reservations when the only means of reservation is with a credit card;
4. credit card;
5. Emergencies that are of a public safety issue;
6. Purchases that CANNOT be made through any other means.

The credit card is not to be used as a normal means of procurement. It can only be used as a last resort where no other method of payment is acceptable. Due diligence in the proper planning of purchasing must still be applied. If a vendor will invoice the District, or if a check can be issued within the normal abstract process, that method must still be used.

Only department heads can make purchases with the credit card. Please DO NOT give out the credit card or credit card number to your staff. Expenditures in excess of \$500 on the District credit card must be pre-approved by the Board of Fire Commissioners. If the expenditure is \$500 or less, the Treasurer will be notified by means of the Credit Card Authorization Form PRIOR to purchase. Simply charging something to the credit card without prior approval will result in a loss of privilege of using the credit card.

Personal Responsibility-The individual incurring the costs who fails to comply with District procedures will be personally responsible for all sums charged. Any charges made on District credit cards that do not have proper supporting documentation and detail will be paid by the individual, not the district. Additionally, if a charge is determined to be an inappropriate or unauthorized Fire District charge, or if adequate documentation of the charge is not submitted as outlined in the procedures below, the individual responsible for the charge will be expected to pay said charge within fifteen (15) days of the District's receipt of invoice from the credit card company.

### **PROCEDURE:**

#### **Before Purchase:**

1. Expenditures in excess of \$500 on the District credit card must be pre-approved by the Board of Fire Commissioners. If the expenditure is \$500 or less, the Treasurer will be notified by means of the Credit Card Authorization Form PRIOR to purchase.
2. Complete the credit card authorization form with the amount, description, account number, and the signature of the department head. This will serve as the payment request form for paying the credit card bill.
3. Fill out the log. If taking physical possession, you will sign the card out and sign it back in.

#### **After Purchase:**

1. Submit the original invoice that shows the item purchased and submit the original credit card receipt. This must be submitted within three (3) days of purchase.