

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Credit Card policy

Date Issued: January 14, 2014

Date Effective: January 14, 2014

Revised: January 2020 – format only

Review Date: January 2020

Purpose

To allow the Jay Fire District to purchase goods and services directly from vendors when those items are necessary, but it is not expedient, practical, or desirable to have either a check available when payment is demanded.

Policy

The Board of Commissioners has selected First Bank Card, through Community Bank, NA as the company to use to obtain the necessary credit card. The line of credit established with that company is \$24,300.00. An individual purchase limit will not be set, however, all purchases utilizing the credit card will be pre-approved by the Board of Commissioners.

The Board of Commissioners has determined that only one card will be utilized, and the treasurer will be the only one authorized to use such card. The treasurer must sign an acknowledgement form recognizing their responsibility to comply with the Fire District's policy regarding credit cards.

The use of this card is restricted for the Jay Fire District to acquire goods and services that are appropriate for the District's business.

The treasurer is responsible for the use of the card for their stated purpose. The user is responsible to make sure that any charges are authorized District expenditures and that adequate monies are available within the district's approved budget.

No personal expenditures are allowed by persons with the credit cards, even if the intent is to re-pay the Fire District at a future point.

Credit card bills must be submitted to the Board of Commissioners for payment, and must include supporting documentation, such as receipts and invoice, which clearly show what goods and services were purchased using the credit card.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners

I, _____, acknowledge and understand the policy regarding credit card use for the Jay Fire District.

Date