

**Arden Fire Department
Stevens County Fire District #7**

649 Elm Tree Drive

Colville, Washington 99114

Phone: 509-685-9415 Fax: 509-685-9415



**Commissioners: Scott Holstrom
Willeen Kemp
Michael Mace**

Email: scfd7@theofficenet.com

12/09/14

Credit Card Policy

The Fire District credit cards are for authorized Fire District use.

The Fire Chief or his designated representative will have physical control of the credit cards and will issue them to authorized personnel as needed for official purchases in the performance of their duty/job.

There will be no personal use of credit cards they are for official use only.

Willeen Kemp, Commissioner

Scott Holstrum, Commissioner

Michael Mace

Michael Mace, Commissioner

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Policy and Standards for Use of Credit Cards and Gas Cards

General Information

Use of Department Credit/Gas Cards shall be limited to purchases for deployments, operations or functions in association with authorized Department activities only. Any and all other uses shall require communication with and approval of the Fire Chief and at least one active Fire Commissioner of Stevens County District 7 Fire Department.

All charges or transactions with said Cards shall be verified by written receipt, invoice or billing, and turned into the Department upon return to the District.

Approval

When out of the District, repairs to Department vehicles or purchase/repair of equipment required for the deployment or other operations shall have prior approval when feasible. In any case the purchase or use of the card without prior approval must be reported at the earliest possible opportunity. Again, it is stressed that all supporting documents for any and all transactions on the Cards must be turned into the Department upon return to the District.

Issue and Control of Cards

Only Stevens County District 7 Fire Chief, Assistant Chief and Treasurer have the authority to issue these Cards and must ensure that responsibility for the issued Card has been established.

Cards issued to individuals for the purposes stated above shall be returned immediately to the Department upon return.

Unauthorized Use

Any and all unauthorized use of the Cards, including failure to properly request prior approval, failure to turn in written receipts or invoices shall result in the immediate repayment of said expenses by, and possible disciplinary action against the individual responsible for the use.

Loss of Credit/Gas Card

Any lost, stolen or misplaced Card must be reported to the Department immediately. Every effort to recover a lost/stolen/misplaced Card must be made until said Card is recovered.