Cedar Area Fire and Rescue Credit Card Policy

In accordance with Public Act 266 of 1995, the following policy is hereby adopted:

The Cedar Fire and Rescue shall be permitted to use credit cards only in accordance with this policy:

1. The Bookkeeper is responsible for the Cedar Fire and Rescue credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the

credit card policy.

1. A credit card maybe used only by an officer or employee of the Cedar Fire and Rescue for the purchase of goods or services for the official business of the Cedar Fire and Rescue. A credit card will be issued to the Chief of Cedar Fire and Rescue, and he will be responsible for all purchases and receipts. A credit card is also required to be held by the Treasurer of the Board. The Fire Board may authorize credit cards to be issued to other employees.
2. No single purchase may exceed $500. In emergency situations as determined by the Fire Chief, the Fire Chief may expend more than $500 on an individual purchase. For one-time purchases from companies where CAFR does not have a vendor account, the Fire Chief may make purchases over $500 with the prior approval of the Fire Board Chairman. All purchases are subject to Fire Board review.
3. An officer or employee using credit cards issued by the Cedar Fire and Rescue shall submit to the Bookkeeper documentation described herein, including the receipt obtained at point of purchase, detailing the goods or services provided, the cost of the goods or services, the date of purchase, and the official business for which purchased.
4. An officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the Bookkeeper if the credit card is lost or stolen.
5. An officer or employee issued a credit card shall return to the Bookkeeper the credit card upon the termination of his or her employment or service in office with the Cedar

Fire and Rescue.

1. Within one week of making a purchase with the credit card, the officer or employee shall present the original store receipt to the Bookkeeper.
2. The department head and the Bookkeeper shall approve all credit card invoices before payment.
3. Failure to follow this policy or unauthorized use of a credit card by an officer or employee of the Cedar Fire and Rescue is subject to discharge.
4. The total combined authorized credit limit of all credit cards issued to the Cedar Fire and Rescue shall not exceed $5000.
5. All amendments to this policy shall be approved by the Cedar Fire and Rescue Administrative Board.
6. Employees issued cards shall sign a copy acknowledging the reading and understanding of this policy and such documentation shall be kept in their personnel file.

Policy approved 4/26/2016; updated 2/18/2021