





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Corporate Credit Card	SECTION/TOPIC: GENERAL ADMINISTRATION
NUMBER: 100-10	ISSUE DATE: 12/7/17
REVISION DATES:	APPROVED BY:  Gary Vickerson <hr/> PRESIDENT – BOARD OF DIRECTORS  Tim Pope <hr/> FIRE CHIEF

I. PURPOSE

- A. The purpose of this Standard Operating Procedure is to ensure that the corporate credit card is used appropriately and that adequate controls are in place governing its use.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department.

III. PROCEDURE

- A. The corporate credit card is the property of the Northern Wake Fire Department.
- B. All purchases utilizing the corporate credit card must be authorized by a Chief Officer or the Administrative Assistant.
- C. The credit card will be assigned a pre-determined credit limit that is set by the Corporate Board of Directors.
- D. The credit card may only be used for appropriate business expenditures.
 - 1. Examples of appropriate business expenditures are:
 - a. Travel and training expenses
 - b. Food and provisional expenses
 - c. On-line business related dues
- E. Prohibited is the use of the credit card for personal expenditures.
 - 1. Examples of prohibited uses are:
 - a. Personal travel expenses
 - b. Withdrawal of cash or cash advances
 - c. Non-approved purchases

- F. If there are any questions or doubt in what may be purchased with the credit card, it is strongly recommended that one seek guidance from a Chief Officer or the Administrative Assistant, prior to making a transaction.
- G. Prior to receiving approval to use the credit card, the requestor must provide the following information to the Chief Officer or the Administrative Assistant:
 - 1. Verbal or written description of the proposed transaction
 - 2. Vendor
 - 3. Transaction amount
- H. Once approval is granted, the authorized user must sign out that he/she is in possession of the credit card.
- H. Once the transaction is complete, the authorized user will immediately return the credit card to the Administrative Assistant, along with all receipts and a brief description of the purpose in which the credit card was used.
- I. In order to comply with IRS regulations, when the credit card is used for multiple member meal expenses, the authorized user will provide each authorized person's name on the receipt.
- J. In the event that the credit card is lost or stolen, the authorized user will immediately notify the Administrator Assistant.
- K. Upon receipt of the credit card statement, the Administrator Assistant will match the receipts to the individual transactions listed on the statement and assign the authorized expense to the appropriate accounting code.
- L. Any credit card transactions not matched to a receipt will be reported to the Fire Chief by the Administrative Assistant and an investigation will be conducted.
- M. Violations of this procedure may result in disciplinary actions, including dismissal.