

Oswego Town Fire District Credit Card Policy

1. Fire district commissioners will be issued official Fire District credit cards if approved by the Board as a whole.
2. Fire Department Chiefs may also be issued official Fire District credit cards if deemed necessary by the Board of Fire Commissioners.
3. All requests for Fire District issued credit cards will be documented in the minutes.
4. Only pre-approved or emergency purchases shall be made with district credit cards.
5. The person making the purchase shall certify to the fire district that the item purchased has been received or the service purchased has been rendered and that no part of the payment outstanding has been satisfied.
6. The Board of Fire Commissioners reserves the right to rescind credit card privileges from anyone that has been issued a district credit card.
7. Individual Credit card spending limits are capped at \$5,000.00 per card.
8. All purchases made with a credit card must still comply with the district's procurement policies.
9. No purchases shall be made which are not proper district purchases. Credit card users shall ensure that no sales tax is paid. Sales tax exempt forms shall be provided to every vendor.
10. No interest or late payment charges should be incurred by the district.
11. Any purchase denied by the fire district as unapproved or not in accordance with the purchasing policy of the district shall become the obligation of the individual purchasing the item. All persons accepting the privilege of carrying a district credit card shall consent to this provision in writing with the district.
12. The district treasurer and the Board of Fire Commissioners will audit all credit card purchases monthly. Each purchase will be listed along with regular monthly expenditures on the abstract of bills prepared for each meeting. Notation shall be made next to each expenditure if a credit card was used for that purchase.

**Oswego Town Fire District
Credit Card Policy
Card Holder Agreement**

I, _____, hereby accept the privilege of carrying and utilizing a credit card in the name of the Oswego Town fire district. I agree to comply with the purchasing policy of the Oswego Town fire district. I shall not make any purchase without a sale tax exempt certificate provided to the vendor. I shall not make any personal purchases, except those made in the performance of my service as a commissioner, officer or chief, such as travel expenses. I understand that only pre-approved or emergency purchases are acceptable. I understand that no purchase shall be paid by the fire district unless I provide the original receipt and payment slip and a signed and certified voucher. I shall provide the receipt, slip and voucher at the first available moment in order to permit the fire district to pay the credit card in a timely manner. I hereby accept the responsibility and assume the obligation to pay for any debt incurred by me that violates this policy and that has been rejected by the fire district. In no event shall I permit any other person to utilize this credit card. I understand that use of the fire district credit card which intentionally violates this policy may constitute the crime of larceny. I will immediately report the loss of the credit card to the fire district.

Card Holder Signature: _____

Date: _____