



MASON COUNTY FIRE DISTRICT #4

TITLE: CREDIT CARD USE

CHAPTER: 2000 NUMBER: 2090 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

1. PURPOSE: To set forth the rules and regulations for credit card use by District officials and members as established by the District.
4. RESPONSIBILITY: It is the responsibility of each member of the District to ensure they are in compliance with this guideline. It is the responsibility of the Fire Chief to enforce this policy.
5. POLICY:

Travel. District credit cards may be used for travel expenses, and official meetings which include actual expenses for meals, lodging, transportation and related items.

The user shall complete an Expense Claims Form, and attach the supporting credit card charge slip(s) and any accompanying charge breakdowns that may be issued by the vendor.

A tip for meals, not to exceed 20%, may be added to any meal charge.

Expense Claim form shall be turned over to the district's administrative chief within three (3) business days following completion of travel.

If a member is filing a claim on behalf of others, he or she must prepare a detailed account of the expenses.

The District will not be responsible for personal expenses, alcohol, or entertainment.

Purchases. The District credit cards may also be used for the purchase of fuel and official government purchases as authorized by the Fire Chief or his/her designee.