

# IDYLLWILD FIRE PROTECTION DISTRICT

**POLICY TITLE:** Credit Card Usage  
**POLICY NUMBER:** 3145

**3145.1** Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3145.2** Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3145.3** Implementation. A credit card shall be issued to the Fire Chief, the Battalion Chief and the Administrative Assistant. Credit cards shall also be issued to each of the Captains and a card held and available for the Engine Boss for use on fire deployments. Credit cards shall not be issued or used by members of the Board of Commissioners.

**3145.3.1** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3145.3.2** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.

**3145.3.3** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder and approved by the Fire Chief and or his designee.

**3145.3.4** The Board President shall review and approve credit-card transactions by the Fire Chief. The Fire Chief shall review and approve credit-card transactions by the operations personnel.

Original Approval Date: 02/27/2018  
Board Revised Date: 02/25/2020  
Board Reviewed Date: 05/16/2023

5/16/2023  
Board Approval Date

  
Clerk of the Board