

ALBANY COUNTY FIRE DISTRICT 1

District Credit Card Policy

Approved: 12/13/2023; Luke Hawkins, Brett Wadsworth, Matt Burkhart

Purpose: To establish the appropriate use of Albany County Fire District 1 (ACFD1) Credit Cards.

- A. ACFD1 will normally issue two District credit cards to each Department. These cards will come with different credit limits. The higher limit card is generally intended to support Federal Fire Dispatch needs for engines and crew as stated below. The lower limit card is generally intended to support allowable expenditures for domestic department uses. The Department to which a credit card(s) is/are issued is responsible for paying all charges on the card(s) with the single exception discussed in paragraph D, below.
- B. District credit cards shall not be used for:
 - a. Personal expenses.
 - b. Alcohol or tobacco
 - c. Individual meals or snacks. Per Diem is authorized for District personnel for these costs and will be paid following submission of complete travel vouchers.
- C. District credit cards may be used for the following:
 - a. Equipment purchases.
 - b. PPE.
 - c. Normal & regular Department bills & invoices.
 - d. Service charges, to include maintenance & repairs.
 - e. Fuel for engines.
 - f. Training support such as:
 - i. Appropriate hotel rooms for Department members to attend training.
 - ii. Training fees.
 - g. Fire dispatch support includes engine & equipment expenses and crew hotel charges.
 - h. Appropriate Engine & Crew Sustainment items to include:
 - i. Engine consumables.
 - ii. Hydration supplies.

iii. Essential MRE's to allow the crew to be self-sufficient for the first 24-48 hours on an incident. This is not to include meals or snacks when dispatched to a Federal Fire for which Per Diem will be paid.

i. Local incident support.

- D. To ensure prompt payment of credit card bills following dispatch to Federal Fires, upon receipt of all hotel invoices, ACFD1 will normally pay for hotels charged to department credit cards. Pending receipt of the Federal Fire settlement, ACFD1 will be reimbursed for the hotel charges.
- E. Credit Cards issued to individual departments shall not be used by that department's members dispatched with another department. The department to which the dispatching engine belongs will provide the credit card which will support all authorized dispatch expenses.
- F. Credit Card invoices shall be paid in a manner to avoid interest charges. Repeated instances of incurring interest charges may lead to card revocation by the ACFD1 Board.