

PROFESSIONAL FIRE FIGHTERS OF CLACKAMAS COUNTY

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – LOCAL 1159

Policy: Corporate Credit Cards

Eboard Approved:

Policy Statement: This Policy applies to all employees of Professional Firefighters of Clackamas County, (PFCC), who are assigned a Corporate/Business Credit Card. For the purposes of this policy and tax information, PFCC will be used synonymously with Local 1159.

Cardholders are accountable for complying with the Corporate Credit Card policy and ensuring the card is used properly, with safeguards in place to prevent fraud or inappropriate spending.

- PFCC issues Denver Fire Department Federal Credit Union (DFDFCU), Credit Cards.
- Employees are eligible to be issued and utilize a PFCC Credit Card pending approval from the President and Secretary/Treasurer.
- Corporate credit cards will carry a maximum limit of \$5,000, except for the Secretary/Treasurer's card, which will have a limit of \$25,000. Any request for additional cards or increased credit limits must be submitted to the Secretary/Treasurer and approved by a majority vote of the PFCC Executive Board.
- The Corporate Credit Card is to be used only for official PFCC business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstances. Cardholder transactions will be reviewed to ensure compliance with this policy. Any violation of this policy may lead to cancellation of the card and removal of corporate credit card privileges. PFCC retains the right to recover any funds that were improperly charged.
- Cardholders may not use their Corporate Credit Card to obtain cash advances, bank cheques, traveler's cheques, and electronic cash transfers. A failure to provide receipts or a credible explanation for unsupported expenditures may result in removal of credit card privileges. PFCC reserves the right to debit unaccounted expenses from the Cardholder's salary.

- All rewards accumulated from purchases made by Credit Card holders are to be used for PFCC business related purposes only. Any rewards may be redeemed by the Secretary/Treasurer for PFCC business purposes and will be reported to the Executive Board.
- Corporate Credit Card expenditures must be reconciled with the Secretary/Treasurer within 30 business days of the statement date.
- Disputed transactions must be resolved with the Vendor, the Bank, and the Cardholder. The Cardholder must notify the Bank immediately for resolution, and the Secretary/Treasurer shall be notified via email for record keeping purposes.
- Reimbursement for return of goods and/or services must be credited directly to the Credit Card account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported and cancelled immediately to DFDFCU by the Cardholder and reported to the Secretary/Treasurer via email.
- The Secretary/Treasurer will establish an electronic documentation and receipt collection process to provide one centralized collection point for all transactions.
- All documentation and original receipts for all Credit Card transactions will be retained by the Secretary/Treasurer. All documentation associated with the payment of a Corporate Credit Card will be maintained by the Secretary/Treasurer for a minimum of three (3) years.
- Transactions will be reviewed monthly by the PFCCP resident and Secretary/Treasurer.
- Upon separation from PFCC or at the conclusion of official duties, the cardholder is required to surrender the corporate card and reconcile all outstanding charges.