

Credit Card Policy

213.1 PURPOSE AND SCOPE

The purpose of this policy is to allow under strict guidelines the purchase of low dollar value items or services directly by a District credit card, without the necessity of preparing individual requisitions for each transaction

213.2 FUEL CARD GENERAL PRINCIPLES

The District provides a fuel credit card for use in District apparatus and is for official District business only. Members will follow the Districts' standard operating guidelines for the use of fuel cards.

213.3 CAL-CARD GENERAL PRINCIPLES

The District provides a credit card for approved employees and is for official District business only.

213.3.1 GUIDELINES

- (a) The CAL-Card will have the District's name as well as the employee's name on the card. No member of your staff, family, supervisor or anyone else can use the card. The credit card is a supplement to the procurement process and the current purchase policy applies to all transactions.
- (b) The CAL-Card is a VISA purchase card and any merchant that can accept a VISA card can accept a CAL-Card
- (c) The CAL-Card should be used whenever possible in lieu of petty cash.
- (d) The least expensive item that meets your basic needs should be sought.
- (e) Each single purchase may be comprised of multiple items, but the total including tax and shipping cannot exceed the single purchase limit of the credit card.
- (f) The credit card is not intended to replace effective procurement planning which enables volume discounts nor takes the place of establishing permanent accounts.
- (g) Employee's misuse of the card may result in disciplinary action up to and including termination.

213.3.2 PROGRAM MANAGEMENT

The District shall appoint a Program Administrator, an Approving Official and a Billing Official.

- (a) The Program Administrator is responsible for the general program management and account maintenance of the District's CAL-Card card program.
- (b) The Approving Official shall authorize all new cards and approve purchases as billed on the monthly statement.
- (c) The Billing Official has responsibility for managing the billing and payment process.

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- (d) The responsibilities and procedures for program management and employee use of the cards are contained in the CAL-Card Program Administrator, Billing Official and Cardholder guides and shall be followed.

213.3.3 CREDIT CARD AUTHORIZATION

- (a) The cards will be issued to the District's Administrative staff or those designated by the Approving Official. The card limit will be set by the Program Administrator.

213.3.4 STATEMENT PROCEDURES

- (a) At the end of the billing cycle, the card company will send each employee a statement showing all transactions they made during the billing cycle. The employee is required to review and attest to the accuracy of the statement and forward the statement along with supporting receipts to the Billing Official.
- (b) Statements are to be forwarded within 5 working days from receipt of the statement or notification that the statement has been received by the District.
- (c) The employee will note the account number the items should be charged to.
- (d) The Approving Official will review each individual cardholders purchases and the merchant who made the sale to ensure that all items purchased are allowable under District/CAL-Card policy.
- (e) If there are any questionable purchases, it is the responsibility of the employee to resolve the issue.

213.3.5 RECEIPTS

- (a) Each cardholder is responsible for obtaining a receipt for each purchase they make. Receipts are to be compared to the transactions on the monthly statement and attached to the statement in the order they appear on the statement.
- (b) If the cardholder does not have a receipt, the CAL-Card Missing Receipt form must be completed and attached to the statement. Repeated lost receipts will result in the loss of CAL-Card privileges.

213.3.6 REQUEST FOR NEW CARDS OR CHANGES

- (a) All requests for new cardholders will be authorized by the Approving Official. Any changes to card limits will be authorized by the Program Administrator.

213.3.7 CARD RESTRICTIONS

- (a) The credit card can be used to purchase supplies, materials, and equipment that do not exceed the single transaction limit. Use for personal purchases is strictly prohibited. Other prohibited uses are listed in the CAL-Card cardholder guide.
- (b) Credit cards should not routinely be used for the following purchases:
 1. Monthly reoccurring charges.
 2. Purchase of items available in District storage or inventory.

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3. Items available from District open purchase orders.
4. Machinery that requires a maintenance agreement.

213.3.8 SEPARATION OF EMPLOYEE

- (a) Credit cards are issued to individual employees. If the employee separates from the District, his/her card will be returned to the Program Administrator and destroyed.

Payroll Policy

214.1 PURPOSE AND SCOPE

The Policy defines the requirements and responsibilities for reporting and recording hours worked for the District

214.2 REQUIREMENTS

- (a) All personnel are responsible for checking the online Scheduling Program and reporting any discrepancies on their payroll to their immediate supervisor.
- (b) All employees must notify the shift battalion chief or designated staffing personnel for overtime worked on incidents that continue beyond their assigned shift.
 - 1. Designated staffing personnel shall finalize the operations portion on the scheduling program once per day or as needed due to emergency personnel leave, strike teams, or other circumstances that require changes to district staffing in a 24 hour shift.
 - 2. The Battalion Chiefs or designee shall finalize the administration portion of the Scheduling Program Roster once per week.
- (c) Human Resources shall print the accruals, FLSA (as needed), and payroll reports every two weeks for district record keeping.
- (d) Employees who do not have the correct hours worked entered on the Scheduling Program following the end of the pay period run the risk of not receiving any extra pay, such as overtime, added to that particular pay check. Once the Scheduling Program Roster has been corrected, an adjustment will be made and reflected on the pay check that follows the one in question.
- (e) If an error is identified, the employee shall notify their immediate supervisor. The Shift Battalion Chief will then notify Human resources. This notification will be done by written correspondence (E-mail) detailing the discrepancies.
- (f) The confirming pay stub shall be delivered to the employee's email before noon on the established pay day. Therefore, funds may not be available until that day.