



Golden Gate Fire Protection District

District Purchasing Card Policy Adopted May 21, 2015

The Golden Gate Fire Protection District Board of Directors extends to the Fire Chief its authority to purchase materials, equipment, supplies and services within the limits established by the established Fund Budget. The Fire Chief is authorized to exceed line item limits by \$2,500 to deal with health, safety, and emergency situations but shall advise the Board of any such emergency expenditure at the next regularly scheduled Board meeting. No other line items shall be exceeded without Board Approval.

The Fire Chief shall direct the purchase of such supplies, equipment, and other materials as required and permitted within the limits of the established Fund Budget. The purchase of these items shall require no further Board approval except in instances where Board policy requires certain purchases to be put to bid. In the case of any unusual expenditure the Board shall be consulted. Except in cases of significant important deviations between planned and actual specifications, the Board shall not deny expenditures. District funds shall not be used for purchase of alcoholic beverages or personal items.

The Fire Chief has been authorized to make necessary purchases for the District for the purpose of maintaining operations.

Items that do not require approval of the Board of Directors:

- Maintenance and repair of emergency apparatus and equipment.
- Expense items of \$2,500 or less.

Items that require approval of the Board of Directors:

- Changes to the District buildings and property.
- Contracts or agreements which exceed \$2,000/year or are not budgeted.
- The purchase of vehicles, land and buildings.

The Fire Chief will be issued a purchasing card for routine expenses and responsible for all charges. The Fire Chief may request additional cards be issued with the approval of the Board of Directors.

Purchasing Card and Expense Reporting

All of the District's and Fire Chief's purchases must be filed in accordance with the District reporting format. This includes, but is not limited to:

- An original or copy of receipts,
- Purchase place, time, vendor, etc.,
- Reason for purchase,
- Recording of durable or capital goods into the District's inventory system.

Purchasing Card Procedures

- Upon issuing a Purchasing Card to a cardholder, the cardholder must sign a statement that the cardholder has read and understands the Purchasing Card policy and will reimburse the District for any personal charges on the card.
- The Treasurer shall review each purchase to ensure that it was reasonable, necessary and the best value for the District. The Treasurer will reconcile the expense detail form to the purchasing card billing statement, authorize payment and follow up on any inconsistencies.
- The cardholder must notify the bank and the District immediately in the event the card is lost or stolen.

Cardholder Acknowledgment

I have read and understand the Purchasing Card policy and will reimburse the District for any personal charges on the card.

Signature

Printed name

Date