

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 13 <i>Purchasing Card Policy</i>

Relevant Information: UFA maintains a Purchasing Card Program to provide a more efficient and cost-effective method of payment for transactions by UFA employees. The card is not to be used for personal use but can be used for in-store purchases as well as internet, mail, telephone, fax orders and other UFA Administration approved payments.

Policy Statement: It is the policy of the Board that UFA may maintain a Purchasing Card Program that allows employees to directly purchase items as a compliment to, and not as an avoidance or bypass of, the procurement or travel policies. Employees may only use such cards for non-personal purposes and to facilitate their job duties with UFA. The Fire Chief will establish a program that provides specific guidance as to the proper use of the cards and includes tiered purchasing limits to match the expected monthly requirements of particular card holders. Cardholders will be responsible for compliance with the policy, safekeeping of the cards, and all charges made on the card assigned to them. Card use will require receipts and monthly reconciliation of charges. Failure to comply with the purchase card policy may result in discipline for the employee and the right to seek reimbursement for improper expenditures.