

**POLICY FOR USE OF CREDIT CARDS  
FOR WORK RELATED EXPENSES**

The Western Reserve Joint Fire District Board of Trustees may authorize an officer, employee or appointee of the District to use a credit card held by the Board of District Trustees to pay for work-related expenses. The debt incurred as a result of the use of a credit card pursuant to this policy shall be paid from monies appropriated by the Board of District Trustees for such expenses.

The officer, employee or appointee shall be liable in person and upon any official bond he has given to the District for the improper or unauthorized use of a credit card held by the Board of District Trustees. The District's legal counsel shall recover the amount of any improperly incurred or unauthorized expenses by civil action in any court of appropriate jurisdiction. This policy does not limit any other liability of an officer, employee, or appointee from improper or unauthorized use of a credit card held by the District Board of Trustees.

Whenever any officer, employee or appointee authorized to use a credit card held by the Board of District Trustees suspects the loss, theft or possibility of unauthorized use of a credit card he is authorized to use, he shall notify the Board of District Trustees and clerk immediately in writing. The officer, employee or appointee may be held liable in person upon any official bond he has given to the District for up to \$50 in authorized debt incurred before the Board receives such notification.

No officer, employee or appointee of the District who is authorized to use a credit card held by the Board of District Trustees shall use such credit card to incur an improper or unauthorized debt against the District's credit.

NOTE: Other than regular ongoing, recurrent expenses (such as for gasoline for vehicles), use of credit card for purchases is still subject to the District's purchase order (PO) policy.

## **CREDIT CARD USE**

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