

Chambers County Emergency Service District No. 1
Credit Card Policies and Procedures

Purpose

The purpose of this policy is to communicate eligibility, usage, and payment of expenditure requirement for the Chambers County Emergency Service District No. 1 (“CCESD No. 1”) credit cards.

Guidelines

- Chambers County Emergency Services District No. 1 will issue credit cards for the use of valid expenditures to the Board President, Board Treasurer, CCESD No. 1 Administrator and Administrative Assistant.
- The District Administrator shall be the administrator for the credit card account.
- The use of the credit cards will be used for Emergency Purchases, Online Purchases, Payment of Utilities, Travel, Field Meals and with Vendors where a line of credit cannot be established.
- Personal purchases of any type are strictly prohibited.
- Alcohol, tobacco, and entertainment shall not be purchased with CCESD No. 1 credit cards.
- The purchasing procedures will be followed as it pertains to guidelines on spending limit.
- Any purchase by CCESD No. 1 Administrator over \$1000.00 will require verbal and/or written permission by the Board President or Board Treasurer.
- Any purchase by CCESD No. 1 Administrative Assistant over \$500.00 will require verbal and/or written permission by the ESD Administrator and/or Board President or Board Treasurer.
- Items purchased should be within budgeted items unless an emergency.
- Anyone issued a CCESD No. 1 credit card shall NOT take cash advances on credit cards.
- Credit limits as follows:
 - CCESD No. 1 Administrator- \$6000.00
 - CCESD No. 1 Administrative Assistant- \$5000.00
 - Board President - \$2000.00
 - Board Treasurer - \$2000.00
- Monthly credit card statements - Monthly credit card statements will be approved by the Board with supporting documentation and receipts.