



Quaker Springs Fire District #1
107 Blodgett Road
PO Box 67
Schuylerville, NY12871
518-584-3349

Credit Card Use Policy:

The Board of Fire Commissioners defines the following policy on the use of district issued credit cards.

POLICY:

1. Bank credit cards will be established in the name of Quaker Springs Fire District #1 and the specific name of an individual with a maximum credit limit for each set by the Board of Fire Commissioners.
2. Credit cards will be issued for each of:
 - a. the Department Fire Chiefs
 - b. the Chairman of the Board of Fire Commissioners
 - c. the Head of Truck Maintenance
 - d. the Head of Boat Maintenance
 - e. the District Administrator
 - f. the District Treasurer
 - g. additional personnel as approved by the Board of Fire Commissioners.
3. District credit cards may be used for purchases following the approved budget, the purchasing policy, the vehicle policy and within the card credit limit.
4. Receipts for every credit card purchase will be promptly presented to the District Treasurer.
5. All monthly bank statements and correspondence will be sent to the District Treasurer and will be presented to the Board of Fire Commissioners with corresponding receipts for approval.
6. District issued credit cards are NEVER to be used for personal expenses.