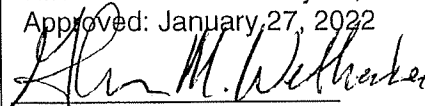


LORAIN COUNTY FIRE DEPARTMENT
Standard Operating Guidelines

Lorain County Fire Chief's Association Credit Card Possession and Use Guideline	SOG: 025 Effective Date: January 27, 2022 Approved: January 27, 2022  _____ President, Lorain County Fire Chiefs Association Page 1 of 2
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1. PURPOSE

To establish standard operating guidelines for the possession and use of Lorain County Fire Chief's Association issued credit cards. Included in this SOG is information regarding the possession, use, and reporting of Association issued credit cards.

2. DIVISIONS AFFECTED

All Lorain County Fire Department personnel in active standing with the Lorain County Fire Chief's Association that, due to their activity within the Association, or County Technical Rescue

3. ASSOCIATION RESPONSIBILITY

A. The Association Secretary/Treasurer shall act as the Compliance Officer and oversee all card activity, including.....

1. Review monthly use
2. Reconcile expense reports and receipts with monthly statements
3. Issue payment
4. Report to Association as part of monthly Treasurer's report
5. Report any misuse, actual or perceived, to Association Officers
6. Upon receiving notice of a lost or stolen card from card holder / user, notify bank and cancel the card in question
7. Conduct a final reconciliation prior to transferring duties to a newly elected Secretary / Treasurer

4. CARD HOLDER / USER RESPONSIBILITY

- A. Authorized holders / users include...
 - 1. Association President
 - 2. Association Vice President
 - 3. Association Secretary / Treasurer
 - 4. Technical Rescue Team Leader or Designee
- B. Card Holders / Users are responsible for compliance with, and ensuring that the personnel they may entrust with their issued credit card fully understand and comply with this guideline.

5. CARD HOLDER / USER GUIDELINES

- A. Examples of approved uses are food and beverage for extended Tech Team trainings, minor parts and repairs to equipment during training, various operating expenses of the Association.
- B. Purchases shall be limited to \$200.00 per day
- C. Purchases exceeding \$200.00 can be approved by the Association President, Vice President, or Secretary / Treasurer.
- D. Wherever and whenever applicable, the Association should be exempt from paying sales tax. Each card holder will be provided a tax exempt status card should one be needed.
- E. All credit card transactions require a receipt and expense report (Exhibit A – available on the LCFCA training page of Oberlin-Fire.com)
- F. All receipts and expense reports shall be forwarded to the Association Secretary / Treasurer no later than 5 business days from the time of use.
- G. Failure to provide an expense report and receipts as required may constitute misuse, and subsequently possible forfeiture of card
- H. Personal use of Association credit cards is strictly prohibited
- I. Misuse or unauthorized purchases may result in the user being responsible financially and, or legally.
- J. If a card is believed to be lost or stolen, it is the responsibility of the card holder / user to immediately notify an association officer