



POLICY MANUAL

Purchasing Procedures

VISA Credit Card

Revised: 07-07-08

Code: 1-15-11

Book Chapter Subject

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11.0 Purpose: Establish Guidelines for Use of City Issued VISA Card.

11.01 Scope: All Fire Department Personnel Issued Credit Cards.

11.02 POLICY

Upon recommendation by the Fire Chief to become a cardholder, the Finance Director will have the VISA Card issued. The card **must** only be used for City of Clovis purchases (excluding the purchase of software of any kind) and is **not** authorized for any personal purchases of any kind. Purchases should stay at the \$200.00 mark; however, if the limit must be exceeded, the Fire Chief must give approval prior to the purchase. If there are any questions regarding the use of the City of Clovis issued VISA Card, contact your supervisor.

11.03 PROCEDURES FOR USE OF CITY ISSUED VISA

1. When first issued a City of Clovis VISA Card, you must return a signed copy of the "Receipt of Credit Card" to the Accounts Payable Principal Office Assistant located in the Fire Department Headquarters who will then process with the Finance Department.
2. Use of City of Clovis VISA Card must be in compliance with City of Clovis Administrative Memo No. 07-05 attached.
3. Purchases made using the City of Clovis VISA Card must have prior approval, an identified account number written on the receipt, and the receipt must be provided at the time of purchase. The receipts must be filed at Fire Headquarters in the office of the Accounts Payable Principal Office Assistant.
4. The invoicing for the City of Clovis VISA Card is received by the first of the following month covering the charges for the previous month. There is only one week for processing these statements to avoid finance charges. Therefore all receipts for purchases made must be at Fire Headquarters in the office of the Accounts Payable Principal Office Assistant immediately after purchase is made.

11.04 CAPTAINS

1. Credit cards are for use during out-of-area assignments and will be retained at Headquarters until an officer is sent on an assignment. At the time of deployment, the assigned VISA Card will be issued by the Duty Battalion Chief.



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2. Using the credit card for purchases as part of program management may be done on a limited basis; however, no charges may be placed on a credit card without first having obtained a purchase order.