**Boulder County Hazardous Materials Team**

**BCHMT Team Lead Credit Card Use**

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| Guideline Number | 1012 |
| Approved By | Advisory Committee |
| Date | July 7, 2020 |
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**Scope:**

This guideline applies to the team leads on the advisory committee representing their fire department to maintain the day-to day operations and upkeep of equipment. Any individual making a purchase that violates this SOP may have personal financial responsibility imposed equal to the value of such unauthorized purchase. In addition, violation of these policies may be grounds for disciplinary action, to include termination from the team and/or criminal prosecution as directed by the Board of Directors.

**Purpose:**

This guideline outlines issuing credit cards for the use of small purchases that have been budgeted and approved in the previous year for purchases in the current year. The purpose of this SOP is to have the least impact on BCHMT services at the lowest possible price.

**Guideline:**

1. Every Team Lead of the advisory committee representing their fire department will be issued a BCHMT credit card for the purchase of consumables in the amount listed below.
2. No verbal/written approval is needed for purchases within the individuals credit card limit.

* The Team Coordinator will receive a BCHMT credit card with a limit of $5000.00 and the Assistant Team Coordinator will be issued a BCHMT credit card with a credit limit of $1000.00.
* The Inventory Officer will be issued a BCHMT credit card with a revolving credit limit of $15,000.00
* The BCHMT Team Leads representing a fire department will be issued a BCHMT credit card with a revolving credit limit of $500.00.

1. Items needed over the individuals credit limit will need to be submitted to the Inventory Officer for purchase.
2. Each member holding a credit card will be responsible for its safe keep and security.
   1. Lost or stolen cards will be reported to the Financial Officer and the issuing bank. Finance will notify the Team Coordinator. Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card which will be reported to the card carriers home agency and the BCHMT Board of Directors.
   2. Unauthorized charges that are noted should be immediately reported to Financial Officer and the issuing bank.
   3. Cards that are due to expire will receive a replacement in advance. Old cards will be destroyed by the card holder at the time the replacement card is exchanged for the expiring card.
3. Each member with a card will be required to obtain a receipt for purchases and forward them to the Financial Officer with the budget code or a brief explanation of the purchase to be entered into the proper budget code within 30 days of purchase.
4. The BCHMT reserves the right to cancel a cardholder’s account at any time. Upon termination, retirement, or position change, the cancelled card shall be returned to Financial Officer as soon as possible.