

Yamhill Fire Protection District

Standard Operating Guidelines

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 755

Procurement Card Use

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Issued: November 27, 2012

Revised: July 14, 2025

Overview

General Description

District issued procurement cards issued to an individual employee or volunteer are for the purpose of making authorized purchases for the benefit of the District within certain limits.

Use of issued procurement card is to:

- Promote efficiency in the procurement of goods and services for the District.
- Provide a convenient method for obtaining goods and services.
- Supplement purchase orders, check requests and travel requests in accordance with the purchasing policy, travel policy, budget limitations and all other policies.
- Pay for or reimburse personnel for District-approved business expenses.

The procedures described in this policy are intended to

- Minimize exposure to legal liability, due to inappropriate use of procurement cards.
- Ensure appropriate internal controls are established and maintained.
- Ensure that goods and services are obtained in an ethical and competitive manner.

Who IS eligible to be issued a procurement card?

- Personnel who have a legitimate need for an issued procurement card on an ongoing or temporary basis as determined and approved by the Fire Chief.

Who IS NOT eligible to use a procurement card?

- Outside contractors/consultants.
- Employees on any type of extended leave of absence, including but not limited to FMLA, Medical, Disciplinary and any other leave of absence.
- Employees whose privileges have been revoked due to abuse, misuse or other violations of this or other YFPD or District policies and standards related to procurement card use.

When to Use the Card

Purchases can be made in person, over the telephone, or using fax, mail or the internet. Each cardholder is required to save detailed receipts of each transaction and submit those receipts to the Fire Chief as outlined in this policy. In addition, there is a maximum dollar amount established for each card, and that amount may not be exceeded. For necessary purchases that exceed the dollar limitations or are otherwise not permitted by this policy, current procedures for requisitions/purchase orders or personal services contracts must be used.

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Prior to using the card, you must

- Sign the Cardholder Agreement form (See Appendix) and return it to Fire Board
- Sign the back of the card (individual accounts only)
- Activate the card with the Fire Chief or (Fire Board Treasurer if it's the Fire Chiefs Card) to ensure the correct four digit pin is used for security purposes.

Card Usage

Ethical Use

YFPD personnel are considered public officials and are subject to the State Government Ethics requirements. Accordingly, all YFPD personnel must refrain from any use of issued procurement cards:

- Creates an actual or potential conflict of interest;
- Results or potentially results in the appearance of using public office for personal financial gain or avoidance of financial detriment;
- Otherwise violates any provision of the Oregon Government ethics statutes and rules.

If an employee or volunteer encounters a potential conflict of interest or potentially could be viewed as receiving personal financial gain, or avoiding financial detriment, or if the employee / volunteer has any question regarding your obligations for the ethical and lawful use of a YFPD procurement card, they should either stop the transaction, and contact the Fire Chief, or Board of Directors for guidance before completing the transaction.

Alternatively, the individual may also submit a requisition to the District for purchase of the items consistent with the requisition policies and procedures.

Types of Services/Supplies

Details of purchasing are included in this manual, but a few key points are reiterated here. All purchases with a district issued procurement card must be for official business of YFPD and or its member fire district only.

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Typical Card Uses

YFPD cards may generally be used for the following types of purchases. In all cases, Personnel must also comply with all other applicable policies related to the purchase (including but limited to policies requiring advance written management approval, etc.):

- Meetings/Events Planning or Facilities
- Training Courses/Seminars
- Courier Services
- Printing/Reproductions
- Postage
- Memberships, Dues, Subscriptions
- Catering
- Office Supplies
- Training & Reference Materials
- Meals as approved within policy
- Certain travel related expenses
- Fuel as approved within policy
- Emergency scene rehab. Supplies
- Other professional services

Personnel should use their District issued card when other options for purchasing do not exist or are not available for purchase that must be immediately made. When advance planning is available and possible, District accounts, purchase orders, or vendor invoicing is preferred.

Approved Meals

District funds may only be used to pay for meals if the reason for the meal is to conduct official District business during the meal and only if it provides a particularly practical time or setting for the discussion. For example, if a mealtime is the most convenient or only time that two (or more) individuals may be available to meet or, a neutral meeting place such as a restaurant provides a better environment to have a particular discussion. In these instances, District funds may be used because the meal serves a District purpose and is for the benefit of the District as a whole. Itemized receipts will be required, and an explanation of the purpose of the meal may also be required. Meals will not include alcohol or gratuities in excess of 15% (excluding alcohol). The purchase of meals for people other than District employees is generally discouraged, but may be approved by the Fire Chief on a limited basis if it is consistent with a District business purposes. Any personal benefit derived by individual District personnel from their participation in District-approved business meals is merely incidental and should not be construed as an improper personal benefit.

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District funds for meals may also be authorized by the Fire Chief if a scheduled working meal or workshop involving District business where no meal break is provided. These meals are for the benefit of the employer.

Approved Travel Expenses

Approved travel expenditures are subject to established Policies and Procedures and may include but are not limited to the following:

Typical Card Uses:

- Airplane tickets
- Hotel/Motel
- Meals, excluding alcohol
- Registration Fees
- Class materials

Prohibited Purchase Actions

Examples of prohibited card uses:

- Cash advances
- Personal expenses of any kind
- Gasoline for personal vehicles
- Gift Cards (except as approved in advance by the Fire Chief for District Business)
- Alcoholic beverages
- Entertainment

Prohibited Usage Also Includes but is not limited to:

- Breaking a purchase into smaller amounts in order to avoid following established procurement procedures and guidelines.
- Rebate
- Percentage off program
- Frequent flyer program

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Procedures/Records

All personnel who have been issued a District card must ensure that all required steps are completed when placing an order.

Ship Orders

Contact the supplier and place the approved order

- Provide the supplier with the procurement card number and expiration date.
- Have the supplier ship according to terms. Give the supplier your name, district name, telephone number and street address. Make sure this information is included on the shipping label.
- Request the supplier to enclose a copy of the procurement card receipt and a copy of the sales slip with each shipment, to confirm pricing.

Pick-Up Orders

When orders must be picked up at the supplier's place of business, make sure you present your card, signs the charge slip, and obtains a copy of the charge slip and the cash register or handwritten receipt.

Obtain proper information

You must submit an itemized receipt or invoice from the vendor/supplier every time you use the procurement card. Collect it at the time of purchase, have it sent to you, or print it from the internet, as appropriate. This receipt or invoice must contain the following information:

- Vendor name and address
- Date of purchase
- Description of each item and the quantity
- Price per item/extended price per item
- Shipping/handling charges
- Total amount of the transaction

The cardholder is responsible for obtaining appropriate documentation of each transaction. In the extreme situation that supporting documentation cannot be obtained, you must provide a detailed written explanation to the Fire Chief or the Board of Directors for approval.

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Potential Problems

Suppliers that Do Not Accept Procurement Cards

You may contact the Fire Chief for purchasing options.

Returns

Goods purchased through a procurement card may be returned for DIRECT REPLACEMENT or PROCUREMENT ONLY. Cardholders may not accept a cash refund. You must keep the procurement receipt and original receipt for the log, and submit it to the Fire Chief or Board of Directors as outlined in this policy.

Disputed Charges

All personnel issued cards must cooperate in the District/Authority's efforts to verify and/or dispute any charges to the card. Should this occur, personnel will be required to provide specific documentation regarding the disputed charge in question.

Additional Cardholder Responsibilities

After each purchase, you must attach all receipts, invoices, and packing slips to a completed monthly procurement card expense report, and submit that report and all supporting documentation to the Fire Chief by no later than 5:00pm on the Monday before the second Tuesday of each month.

Card Security

It is the cardholder's responsibility to keep the card secure. Personnel who have been issued District cards are strictly prohibited from sharing the card or the card number with anyone else. If another person gains access to the card or you have reason to believe that your card/card number has been accessed or compromised, contact the Fire Chief and the Fire Board immediately to discuss the situation and determine the next course of action.

Lost or Stolen Cards

In the case of a lost or stolen card, you must contact the number on the card to report the card lost/stolen, and notify the Fire Chief and the Fire Board immediately.

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Closing your account

You must turn your card over to the Fire Chief or Fire Board immediately when:

- Requested by YFPD or district management
- You terminate employment with the District/Authority
- You are on any type of extended leave of absence, including but not limited to:
 - ▶ Personal leaves
 - ▶ FMLA
 - ▶ other Medical Disability
 - ▶ Disciplinary leave
 - ▶ Any other type of leave of Absence

When closing your account for any reason, you must:

- Immediately submit the card with a final procurement card expense report and all receipts/invoices to the Fire Chief for approval and submission to the Fire Board.

Misuse

Misuse of the card, as determined in the sole discretion of the Yamhill Fire Protection District, Board of Directors, may result in forfeiture of the card, legal action against the cardholder and/or card user, and disciplinary action up to and including the termination of the cardholder and/or card user.

Yamhill Fire Protection District, Board of Directors has provided the following examples of type of conduct that it considers to be misuse of procurement cards. However, this list is not intended to be exhaustive. Therefore, if you have any questions about appropriate use of the card, please contact the Fire Chief or Board of Directors before using the procurement card.

Personal Purchases

Violation: It is a cardholder violation to affect ANY personal purchase with the procurement card, whether or not the cardholder intended to pay the District back for the purchase. Anything that is not purchased for the sole use and ownership by the District for approved District business will be considered to be a personal purchase. Meals purchased for District-approved business purposes do not constitute an improper personal use if the meal purchase complies with District policy.

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Cash or cash-type transactions

Violation: A cash or cash type transaction made using the procurement card. Examples of illegal transactions are cash advances, cash in addition to purchase, traveler's checks, money orders, gambling, ATM transactions etc. or cash taken in lieu of a procurement for the return or exchange of a purchase.

Purchase of items prohibited by policy

Violation: Purchases of items listed in the manual as prohibited, purchases that have not been approved in accordance with any other District policy, and purchases that violate any other provision of this policy (such as splitting purchases) are considered misuse of the procurement card in violation of this policy.

Habitual late submission of transaction / continual receipt loss

Violation: Failure to reconcile, complete, sign and submit the monthly procurement card expense report, receipts and source documentation to the Fire Chief or Fire Board for approval by the required due date. Failure to obtain or retain receipts, packing slips and all other source documents required to reconcile the cardholder's monthly statement.