

Fire Protection District


Protecting Lives and Property Since 1962

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Date: November 12, 2009

FFPD-135-09

To: All Officers and District Employees

From: Chief Don Angell 

Subject: Fiscal Accounting Practices

All District employees that have a District credit card or any personal receipts for which reimbursement is requested, shall immediately implement the following:

- 1). There shall be no personal items purchased;
- 2). There shall be no alcohol purchased for any person or event;
- 3). If meals are purchased, the names of those in attendance and purpose of the meeting shall be provided with the receipt;
- 4). Items purchased shall have a purpose, budget code or purchase order number written on the receipt;
- 5). All credit card or receipts for reimbursement shall be provided to the Office Manager as soon as possible after the purchase and not to exceed 5 days from the return to the office.

Should these rules be not followed, the second offense will result in the credit card usage being revoked and employees shall be required to pay for all transactions themselves and receive approval for reimbursement from the Board at the next regular meeting.