



# ADAIR RURAL FIRE & RESCUE

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Subject: Department Credit Card Use  
Policy No. 97-07-01

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Revision: September 15, 1997

Revision: November 11, 2025

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- I. Authority: The authority for the policy is the "Rules Manual" on Rules, Procedures and Letters of Agreement.
- II. Purpose: To provide a policy for the use of credit cards for the Fire Chief and the Board of Directors.
  - a. The credit cards are for purchasing services and/or supplied by the board members and/or the chief, as indicated in the budget, when other methods of payment are not available.
  - b. This policy authorizes the board members and Fire Chief to use credit cards.
  - c. It is the responsibility of the card holder to maintain the proper care and security of their individual card.
  - d. Purchase limit: the maximum expenditure of the credit card account shall not exceed \$25,000 combined among all card holders and all appropriate statues, rules, and regulations regarding purchasing will be adhered to.

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Dick Green, President

Fran Harris, Secretary

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Initially Posted: July 8, 1997

Date Adopted: August 12, 1997

Date Revised: September 15, 1997

Revision Adopted: October 14, 1997

Date Revised: \_\_\_\_\_

Date Posted: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

**"Desire to Serve • Ability to Perform • Courage to Act"**