



Your signature verifies that you understand the Clark County Fire & Rescue credit card policies and program guidelines listed below and agree to comply with them.

1. MasterCard charge cards are provided to Clark County Fire & Rescue employees based on their need to purchase goods and limited services related to doing business. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. Authorized Rep cards may be temporarily issued to other personnel based on their need to purchase goods, limited services, or to travel for Department business. Cards are only issued on the authorization of the appropriate Chief Officer or Administrator.
3. Authorized Rep cards may only be used for the purpose authorized at the time the card is issued. Users must surrender their cards immediately upon return from District business or no later than the next business day. A due date will be set at the time of issue. The card should be returned directly to the Finance Manager.
4. Expenses covered by per diem reimbursement may **NOT** be charged to the District card. All non-per diem expenses shall be supported with detailed receipts.
5. The cardholder is the only person entitled to use the card and is responsible for all charges made to the card.
6. The card is for business related purchases only; **personal charges are not to be made to the card under any circumstances.**
7. All charges are billed directly to and paid directly by Clark County Fire & Rescue. Improper use of the card or incurring personal charges can be considered misappropriation of District funds, which may result in disciplinary action, up to and including termination.
8. Cardholders are expected to comply with internal control procedures and policies. This includes obtaining and retaining detailed receipts, submitting documentation in a timely manner, and following proper card security measures.
9. Monthly statements will be reconciled by the Finance Manager who may request the employee's assistance in contacting the supplier to resolve any discrepancies.
10. A lost or stolen card should be reported immediately by telephone to Bank of America MasterCard Customer Service at 800/ 449.2273.
11. Cardholders assigned a permanent card will surrender their card upon termination of employment (i.e. retirement, voluntary or involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Finance Manager

Cardholder Printed Name

Kathleen Streissguth

Date

Date