

Mutual Aid Box Alarm System – Illinois

Administration – Credit Card Distribution and Usage

Index #: A-04-03

Adopted: 2/18/2017

Revised:

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Subject: Credit Card Distribution and Usage
Functional Area: Administration – Treasurer / Comptroller
Category: Policy
Approved By: MABAS Executive Board



PURPOSE

The purpose of this document is to formalize the Credit Card Distribution and Usage policy for MABAS - IL, outline the responsibilities of all parties involved, facilitate communication, and enhance supervision, monitoring, and evaluation of MABAS' credit card use and expenditures.

RESPONSIBILITY

This policy applies to the MABAS Treasurer/Comptroller, MABAS Elected Board members and related MABAS staff.

ACCOUNTABILITY

Enforcement of this specific policy rests initially with the MABAS Treasurer/Comptroller, followed by the MABAS President, 1st Vice President, 2nd Vice President and Secretary.

REPORTING REQUIREMENT

There is no routine reporting requirement for this policy.

BACKGROUND

The Mutual Aid Box Alarm System - Illinois (herein referred to as "MABAS") is a unit of intergovernmental cooperation created under the constitutional and statutory provisions of the State of Illinois, specifically 5 ILCS 220/1 et. seq. It is governed by an Executive Board comprised of representative of the various MABAS Divisions that comprise the MABAS mutual aid network in Illinois and surrounding states. Day to day operation of MABAS is under the direction of the Elected Board members (Board) that is composed of the President, 1st Vice President, 2nd Vice President and Treasurer/Comptroller and Secretary. MABAS employs staff and or contractors to execute daily administrative and financial functions of MABAS.

The Board and all fiduciaries to MABAS shall act and discharge their fiduciary duties with respect to MABAS' funds solely in the interest of MABAS. In discharging their duties they shall not: deal with the assets of MABAS in their own interest; act on behalf of any other party whose interests are adverse to the interests of MABAS; or receive any consideration for their own benefit from any party dealing with MABAS in connection with a transaction involving the assets of the MABAS.

POLICY

Section 1: Credit Card Distribution

- 1.01 It is hereby declared that the appropriate distribution and use of commercial credit cards will enhance the routine and emergency operations of MABAS-IL.
- 1.02 The following executive and staff positions may be issued MABAS-IL credit cards:
 - Elected Board Members.
 - MABAS Staff, as necessary and authorized by the CEO.
- 1.03 Persons accepting a MABAS-IL credit card shall sign an appropriate acknowledgement accepting responsibility for the card and its use in accordance with this and other related MABAS-IL policies. (Appendix A)

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- 1.04 Credit cards must be promptly returned to MABAS-IL when the relationship between MABAS and the individual issued the cards changes or is terminated.
- 1.05 Two generic deployment cards will be maintained for disaster related response and training.
 - 1.05.1 These cards will be maintained in a secured area that is readily accessible for USAR or other MABAS disaster responses or approved training evolutions.
 - 1.05.2 USAR cards shall be maintained in a secured manner. Any person being issued a combination to the card secure system but sign the acknowledgement in Appendix B.
 - 1.05.3 When the cards are issued for a response or training, the person receiving the card shall sign an acknowledgement, accepting responsibility for the card and its usage in compliance with this policy. Appendix C.
 - 1.05.4 At the conclusion of the disaster or training event, the cards, and receipts for any use of the card, shall be promptly returned to the issuing authority.
- 1.06 In addition to the general credit cards discussed in sections 1.01 through 1.06, MABAS-IL will maintain fuel service credits cards for specified MABAS vehicles and for use during disaster response or training.

Section 2: Credit Card Usage

- 2.01 MABAS-IL issued credit cards shall only be used for official and approved MABAS-IL expenses. Use of the credit cards for personal or non-MABAS-IL purposes is strictly prohibited.
- 2.02 Generally, credit cards should not be used for recurring expenditures that could be invoiced by the vendor if possible.
- 2.03 Appropriate use of credit cards include, but is not limited to:
 - MABAS Travel Related Expenses.
 - Approved Meals.
 - Purchases from vendors where open account status cannot be established, or where establishing an open account would unnecessarily delay a required purchase.
 - Purchases related to emergency/deployment responses and approved training exercises.
- 2.04 Persons using MABAS-IL credit cards are required to obtain and maintain receipts and/or other documentation for all credit card purchases.
 - 2.04.1 Invoices, receipts and/or other purchase related documentation must be promptly forwarded to the MABAS-IL office for processing.
 - 2.04.2 Explanations or justification for credit card use must be provided to the MABAS-IL office when requested.

Section 3: Credit Card Account Payables

- 3.01 Upon receipt of the credit card account statement from the credit card vendor, MABAS staff shall promptly review the statement for accuracy of charges.
- 3.02 Charge related discrepancies must be promptly resolved. The CEO and Treasurer/Comptroller must be promptly notified if a discrepancy regarding a charge exists.
- 3.03 To avoid finance charges, credit card statements shall be promptly processed through the accounts payable process. When grant related charges are included on a credit card, these expenses will be covered by General Revenue funds, instead of waiting for the Comptroller to transfer funds to MABAS-IL.

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CONCLUSION

Acceptance and compliance with this policy should insure appropriate management of credit cards for MABAS-IL.

MABAS-IL EXECUTIVE BOARD

Appendix A

Credit Card Acceptance

I, _____, acknowledge receipt of a Mutual Aid Box Alarm System – Illinois (MABAS) credit card. I understand that this credit card is to be used only for authorized official purchases and/or expenses of MABAS. I further acknowledge receipt of MABAS Policy A.04.03 Administration – Credit Card Distribution and Usage and agree to familiarize myself with this policy and its meaning and intent.

In the event my current relationship with MABAS ends, I agree to promptly return the credit card to MABAS.

Date Issued: _____

Accepted By: _____

(Print Name)

(Signature)

MABAS-IL EXECUTIVE BOARD

Appendix B

USAR Credit Card Acceptance

I, _____, acknowledge receipt of a combination allowing access to Mutual Aid Box Alarm System – Illinois (MABAS) credit card(s) established for USAR deployment and training related purposes. I understand that these credit cards are to be used only for authorized official purchases and/or expenses of MABAS. I further acknowledge receipt of MABAS Policy A.04.03 Administration – Credit Card Distribution and Usage and agree to familiarize myself with this policy and its meaning and intent.

I agree to promptly return the credit cards to the secured storage location upon the completion of use or mission. All receipts for purchases, with appropriate explanations, will be promptly forwarded to the USAR Director for processing.

Date Combination Issued: _____

Accepted By: _____

(Print Name)

(Signature)

MABAS-IL EXECUTIVE BOARD

Appendix C

Deployment Credit Card Acceptance

I, _____, acknowledge receipt of a Mutual Aid Box Alarm System – Illinois (MABAS) credit card(s) established for disaster deployment and training related purposes. I understand that these credit cards are to be used only for authorized official purchases and/or expenses of MABAS.

Appropriate use of credit cards includes, but is not limited to:

- MABAS Travel Related Expenses
- Approved Meals
- Purchases from vendors where open account status cannot be established, or where establishing an open account would unnecessarily delay a required purchase.
- Purchases related to emergency/deployment responses and approved training exercises.

I agree to promptly return the credit cards to the secured storage location upon the completion of use or mission. All receipts for purchases, with appropriate explanations, will be promptly forwarded to MABAS for processing.

Date Combination Issued: _____

Accepted By: _____

(Print Name)

(Signature)