

## **LAREDO FIREFIGHTERS' RETIREMENT SYSTEM CREDIT CARD POLICY**

The Laredo Firefighters' Retirement System will issue American Express cards to Pension Administrator, Chairman, Vice Chairman, Secretary and elected firefighters of the Board shall be eligible to sign on and use the credit cards.

### **Permitted Uses of Credit Card**

The Retirement System's credit card may be used by the Pension Administrator and the Chairman of the Board to facilitate reasonable and necessary business expenditures for the benefit of the Retirement System, including but not limited to (i) routine purchases of office equipment, supplies, office operations for the Retirement System office, not to exceed \$10,000.00 per item or total expenditures of \$25,000.00 per calendar month, (ii) non-routine purchases of office equipment and supplies for the Retirement System which have been approved by the Board, and (iii) making travel reservations and paying for reasonable and necessary travel and housing charges or costs incurred on behalf of the members of the Board of Trustees and the Pension Administrator of the Laredo Firefighters' Retirement System for travel approved by the Board.

### **Permitted Uses of Credit Card for Vice Chairman, Secretary and Elected Firefighters of the Board**

The credit card is to be used only in an **EMERGENCY** basis while traveling on Laredo Firefighter Retirement System business.

### **Card Restrictions**

The Retirement System's credit card shall not be used for:

- Personal expenditures
- Expenditures for the benefit of individuals other than Board members, the Pension Administrator, or persons providing services to the Retirement System
- Cash advances and cash refunds
- Purchase of alcoholic beverages

### **Card Controls**

The Trustee's and Plan Administrator that hold a credit card will always have possession of the card

All receipts for charges made on the credit cards shall be returned to the Pension Administrator when the purchase is made, or the travel is completed.

Approval of all charges for the period will be done at the regular Board Meeting each month.

**CREDIT CARD ISSUANCE AND RETURN**

I hereby acknowledge receipt of a credit card issued to the Laredo Firefighters' Retirement System.

I understand and agree to be bound by the terms and conditions governing and limiting the use of the credit card under the current Credit Card Policy for the Retirement System.

I agree that the sole purpose of the credit card is strictly for the benefit of the Retirement System, as outlined in the Credit Card Policy.

I understand that this credit card is not to be used for any personal expenditures.

Upon completion of the authorized purchase or travel for which this credit card is issued, I will promptly return the credit card and all receipts to the Retirement System for safekeeping and accounting.

CARD RECEIVED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE CARD ISSUED: \_\_\_\_\_


DATE CARD RETURNED: \_\_\_\_\_

RETURN ACKNOWLEDGED: \_\_\_\_\_

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The credit card is to be used only for purchases authorized by this policy or by the Retirement System Board of Trustees and WILL NOT BE USED FOR PERSONAL PURCHASES.

  
\_\_\_\_\_  
Alberto R. Chapa  
Chairman

10-24-18  
Date

Board Approval Date 10-24-18