

**PHOENIX FIRE DEPARTMENT  
OPERATIONS MANUAL • VOLUME 1**

Policy Name:

**PHOENIX FIRE DEPARTMENT  
PROCUREMENT CARD (P-CARD) USAGE**

Policy Number:

**M.P. 102.14**

This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating duty to act or a higher duty of care, with respect to third party civil claims against employees or the Phoenix Fire Department (PFD). A violation of this policy, if proven, can only form the basis of a complaint by the PFD for non-judicial administrative action in accordance with the laws governing employee discipline.

Related Policies:

NFPA Standard:

Other Reference:

Date Implemented: 08/2019

Review Date: 05/2021

**PURPOSE**

To allow for the emergency purchase of **food only** for on-scene resources assigned to large-scale, extended Fire Department incidents.

**PROCEDURE**

1. Fire Department “Local Incident P-cards” will be assigned to the following units:
  - North Shift Command (A, B, C shifts) – 3 individuals – “Local Incident #1” card per City Controller
  - RM50 (A, B, C shifts) – 3 individuals – “Local Incident #2” card per City Controller

**Note:** All Fire Department members assigned to the above units will be required to sign the P-Card Program Cardholder Agreement. Additionally, all members temporarily filling in for North Shift Command or RM50 will be required to sign a Cardholder agreement as well.

2. At the beginning of each shift, the member assigned to the unit will be required to verify the card is present and complete an entry on the mobile computer terminal (MCT) acknowledging that the P-card is in their possession. The MCT will continue to prompt if the entry is not completed.
3. **Card Usage:** When a local incident occurs that requires RM50 and/or North Shift Command to provide **food** to on-scene resources, the RM50 and/or North Shift Command members are authorized to utilize the P-Card to **purchase food only** for the incident. All receipts from any food purchase must be retained. (e.g., Whataburger, Burger King, etc.)

4. **After the Incident:** The RM50 and/or North Shift Command member shall provide: (1) the receipt(s), (2) a printout of the incident history from the CAD system, and (3) a signed Cardholder Agreement if the member does not yet have a signed Agreement on file, **within three business days following the incident** – to the Fire Department Fiscal Section, located at Fire Administration, 150 S. 12th Street.
5. Upon receipt of the incident printout, purchase receipt(s), and Cardholder Agreement if needed, the Fire Department Fiscal Section shall deliver **within one business day**, the documents to the City Controller, Sandra Torres, at the Calvin Goode Building, 251 West Washington Street.
6. Timely delivery of the required documents to the City Controller is critical, especially toward the end of each month, for P-card reconciliation purposes.
7. Failure to follow these instructions could result in denial of using credit cards in the future.

**CONTACT INFORMATION:**

Primary Fire Fiscal Contact: Mike Moreno – 602-256-3385, michael.moreno@phoenix.gov

Back Up Fire Fiscal Contact: Annie Erbacher – 602-262-6630, annie.erbacher@phoenix.gov

Sandra Torres (Purchasing Card Administrator) – 602-534-6202, Cell Phone – 602-319-1572

JP Morgan Chase Customer Service to report lost/stolen card – 1-800-316-6056



# Purchasing Card Program Cardholder Agreement

**Your use of the Purchasing Card is subject to the following terms and conditions.**

1. You are being entrusted with a valuable tool – a Purchasing Card – and will be making financial commitments on behalf of the City of Phoenix. The Purchasing Card is being provided to the **PHOENIX FIRE DEPARTMENT** based on their need to purchase food while on scene of fires all around Arizona and for all major local emergencies. The 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. This card is for City of Phoenix related food purchases only; personal charges shall not be made on the card. You are responsible for documenting or verifying accuracy of all charges made against the card.
3. Misuse of the card can be considered misappropriation of City funds, which will likely result in corrective action, up to and including termination of employment.
4. All charges are billed directly to and paid directly by the City of Phoenix. Any personal charges are strictly prohibited and may be considered misappropriation of City funds. The cardholder will be held responsible for reimbursing the City the total amount of any unauthorized purchase or other discrepancies resulting for an audit. Furthermore, the City has the right to collect any amount owed either during employment or after, including by way of payroll deductions.
5. Cardholders are expected to comply with City policy to protect City assets. This includes keeping receipts, reconciling transactions and following proper card security measures.
6. Cardholders are responsible for submitting all receipts along with a Cost Center and GL Code for each purchase to the Purchasing Card Administrator, as soon as the purchases have been made.
7. If your Purchasing Card is lost or stolen, you must notify the contracted financial institution immediately, and then notify the Purchasing Card Administrator. (JPMorgan Chase Customer Service at **1-800-316-6056** and the Purchasing Card Administrator at **602-534-6202**.)
8. A cardholder must surrender his or her card upon transferring to another department or upon termination of employment (e.g. retirement, voluntary or involuntary termination).

***As the employee responsible for the card, my signature below verifies that I have read and understand the terms and conditions stated above. I further hereby acknowledge that I will use this card in compliance with all applicable City policies and directives. If I am determined to be responsible for unauthorized charges to this card, then I hereby expressly give the City permission to withhold from any payment the City owes to me, including reimbursement, compensation and/or my bi-weekly pay, an amount equal to the unauthorized charges.***

\_\_\_\_\_  
Employee Name and ID# (Print)

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor’s Name (Print)

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Head/Director/Chief/Other (Print)

\_\_\_\_\_  
Dept. Head/Director/Other’s Signature

\_\_\_\_\_  
Date