

**MARIN COUNTY SHERIFF'S OFFICE
VOLUNTEER POLICY AND PROCEDURE MANUAL**

CHAPTER – VOLUNTEERS – AIR PATROL
VOL – 01 – 08
PAGE 1 of 1

DATE
September 30, 2015

MARIN SHERIFF'S AIR PATROL CAL-CARD

POLICY

It is the policy of the Marin County Sheriff's Office and the Marin County Sheriff's Air Patrol (MCSAP) to establish guidelines and parameters for the use of a County issued CAL-Card.

CALCARD

The Sheriff's Office Liaison Lieutenant shall be issued a County credit card. The VISA CAL-Card shall be issued in the Lieutenant's name for use by MCSAP. This CAL-Card shall be used by authorized MCSAP members for all approved, routine and *non*-purchase order (P.O.) purchases such as fuel and maintenance items. The Sheriff's Liaison shall gain approval for purchases that, by county policy, meet the expense level to require a P.O. (currently \$5,000 and above). That approval must come from the Sheriff, Undersheriff or Sheriff's Business Office prior to a requisition and purchase is made.

PROCEDURE

All MCSAP members making purchases with County CAL-Card, whether in-person or online, shall obtain a receipt for each purchase made. All receipts will be forwarded to the MCSAP Treasurer. The MCSAP Treasurer shall be responsible for gathering all monthly receipts and forwarding the receipts, or copies of the receipts, to the Sheriff's Liaison Lieutenant. This shall be done each month at the end of each CAL-Card billing cycle. All purchases must be accounted for. The Sheriff's Liaison shall assure complete and accurate billing and statement reconciliation is made each month.

RELATED STANDARDS:

None

AFFECTED DIVISION:

None

DATE OF REVISIONS:

By order of:


Robert T. Doyle
Sheriff-Coroner