



Deployment Credit Card and Cash Policy

ISSUE STATEMENT

This policy is intended to provide guidance on the issuance and use of Task Force Bank of America credit cards and deployment cash for Task Force Personnel. The policy applies to all City of Virginia Beach members associated with VA-TF2 utilizing Task Force credit cards and cash for goods and services conducting business on behalf of VA-TF2.

REQUIRED ACTION

Task Force Credit Cards

Task Force credit cards are to be issued and used in accordance with City of Virginia Beach Small Purchase/Travel Card Procedures manual and the OMB Uniform Administrative Requirements (2 CFR Part 200) "Supercircular". Credit cards will be used for day-to-day operations to purchase goods and services while deployed. During an alert and or alert/activation for a deployment the spending limit for the deploying Task Force Leaders and the deploying Logistics Managers credit card may be increased to \$25,000.00.

Credit Limit

Program Manager	\$15,000.00 limit - \$5,000.00 single purchase
Logistics Coordinator	\$15,000.00 limit - \$5,000.00 single purchase
Purchasing Agents (2)	\$15,000.00 limit - \$5,000.00 single purchase
Training Coordinator	\$15,000.00 limit - \$5,000.00 single purchase
Logistics Manager	\$15,000.00 limit - \$5,000.00 single purchase

Task Force Leaders (VBFD issued cards) \$15,000 limit - \$5,000.00 single purchase.

§ 200.67 Micro-purchase.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden



Virginia Task Force 2

1.19 Deployment Credit Card
& Cash Policy

Urban Search and Rescue

March 2019

Administrative Manual

and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions).

It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Credit Card statements shall be reconciled upon receipt following VA-TF 2 A.D. 1.18. All receipts for the purchase of goods and services will be submitted with the reconciliation for verification of expenditure.

Cash for US&R Mission

The City of Virginia Beach Director of Finance and the District Chief of Administration has authorized \$5,000.00 dollars in cash to be maintained on hand in the event of FEMA US&R Activation. The following procedure shall be instituted to maintain accountability for the cash, distribution when activated and resupply during the demobilization.

Accountability

The cash shall be maintained in a secured location and remain accessible in the event of a US&R activation. The cash will be reconciled on a monthly basis and will be under dual control. The custodians of the cash will be the District Chief of Special Operations and the VA-TF2 Program Manager. An audit of the cash shall be completed prior to the 15th of each month by the Account Clerk of Fire Administration and documented on the cash reconciliation form signed by both custodians. One copy will be maintained at Fire Administration and a second at the FEMA US&R Office.

Alert /Activation

At the time of Activation, the cash will be removed from the secure location and distributed to the designated Task Force Leader and Logistics Manager of the mission. Access to the cash will be limited to VBFD Task Force Leaders. Two TFL's must be present when the cash is removed for deployments. The cash will be reconciled prior to distribution and placed in two envelopes.

Distribution

During the mobilization process, \$2,500.00 dollars will be distributed to Task Force Leader and \$2,500.00 Logistics Manager. The Task Force Leader and Logistics Manager will count the cash and sign a receipt indicating the amounts are correct.

Use

The cash will be utilized for vendors that only accept cash or areas of operations where credit cards are unable to be processed. The Task Force Leader and Logistics Manager are responsible for all cash and



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

1.19 Deployment Credit Card
& Cash Policy

March 2019

receipts during the deployment. Cash Expenditures will be documented on a City of Virginia Beach Petty Cash/Change Fund Reconciliation & Replenishment form and maintained current throughout the mission.

Demobilization

Upon demobilization, the Task Force Leader and Logistics Manager shall return all unused cash, receipts for purchases and the City of Virginia Beach Petty Cash/Change Fund Reconciliation & Replenishment form maintained during the deployment to the Account Clerk of Fire Administration. The Account Clerk of Fire Administration shall reconcile the cash and receipts during the demobilization process with both the Task Force Leader and Logistics Manager. The Account Clerk of Fire Administration shall obtain signatures from both parties verifying all the unused cash and receipts of purchases balance and all cash is accounted for.

A reconciliation report will be forwarded to the VA-TF2 Grants Manager for reimbursement claim processing with DHS/FEMA. Copies of the report will be maintained at Fire Administration and at the FEMA US&R Office.

Resupply

In order to maintain a state of operational readiness, a request will be made through the District Chief of Administration, to resupply the cash amount to \$5,000.00. A reconciliation report shall be provided showing the amount of cash used during the mission and the amount remaining with a request for the difference.

Once the cash has been resupplied, an audit will be conducted verifying the cash amount is correct and the cash will be returned to a secure location.