



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Procedure Title: CREDIT CARD**

**Procedure No: 1013-01**

**Approval: CAO**

**Effective Date: January 14, 2014**

**Supersedes Procedure No: (None)**

### 1. Definitions

- 1.1. Cardholder: means an MD Councillor or Greenview employee who has been issued a credit card and who is authorized to make purchase in accordance with this policy.
- 1.2. Corporate Credit Card Administrator: means the individual responsible for monitoring the program details as well as cardholder inquiries.
- 1.3. Credit Card Use Authorization Agreement: means a contract to define the limits and use for MD issued credit cards provided to Councillors and employees in order to make purchase of goods and services.
- 1.4. MD/GREENVIEW : means Municipal District of Greenview No. 16

### 2. Responsibilities

- 2.1. CORPORATE CREDIT CARD ADMINISTRATOR(S):
  - 2.2. Maintain and control a central record of all cardholders, limits, etc.
  - 2.3. Monitor and evaluate spending patterns.
  - 2.4. Assist with concerns or card holder inquiries.
  - 2.5. Assist in rectifying disputed credit card charges with suppliers and the credit card company.
- 2.6. CARDHOLDERS:
  - 2.7. Councillors and employees will be required to sign a Credit Card Use Authorization Agreement prior to being issued a credit card.
  - 2.8. Cardholders will supply receipts for each purchase to the Finance Coordinator, Accounts Payable on a weekly basis or the next working day for that employee or Council Member. If the assigned cardholder cannot produce a receipt, they shall be responsible to reimburse the MD.
  - 2.9. Take appropriate action to resolve any problem.
  - 2.10. Ensure their credit card is secure to avoid risk of unauthorized use.
  - 2.11. Return the credit card immediately upon request.

- 2.12. Credit cards may be used for lodging, meals, travel expenses, conferences, workshops and appropriate purchases in accordance with the Expenditure Control Policy.
- 2.13. Lost or stolen credit cards must immediately be reported to the Credit Card company as well as the Manager, Finance & Administration.

2.3 CREDIT LIMITS:

- 2.3.1 Credit card limits for employees shall be determined in accordance with the Expenditure Control Policy to a maximum of \$20,000.
- 2.3.2 The Reeve's maximum shall be \$10,000 and Councillors maximum shall be \$5,000.

2.4 CORPORATE CREDIT CARD RESTRICTIONS:

- 2.4.1 The Corporate Credit Card will not be used to purchase items or services for personal use or the purchase of alcohol.
- 2.4.2 Any violation of this policy will be investigated and could result in termination and/or criminal prosecution.
- 2.4.3 Credit Card may not be used to obtain cash.
- 2.4.4 E-Mail and Internet purchases are prohibited unless the purchase is placed through a secure website.

2.5 CORPORATE SERVICES STAFF TO:

- 2.5.1 Adhere to policy, guidelines and procedures when using credit card.

3. End of Procedure

Approved: 14.01.11