

**Title: CREDIT CARD**

**Policy No: 1013**

**Approval: Council**

**Effective Date: January 14, 2014**

**Supersedes Policy No: (None)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) may issue Corporate Credit Cards to Council Members as per resolution of Council and further, MD employees may be issued corporate Credit Cards as approved by the Chief Administrative Officer (CAO). The use of the Corporate Credit Card for MD business will not circumvent the intention or application of the MD Purchasing Policy or any other applicable policy.

**Purpose:** To provide a convenient, cost-effective and more effective method of procuring goods and services by simplifying the procurement process, speeding up vendor payments and empowering staff who have procurement responsibilities.

**Principles:**

1. Credit cards may be issued to Councillors, CAO, General Managers, Managers and other Employees.
2. A credit card issued in the name of the Councillor or Employee is the property of the MD.
3. The Corporate Credit Card will not be used to purchase items or services for personal use. The Corporate Credit Card will not be used to purchase restricted items as defined within the accompanying procedure.

**Approved: 14.01.10**