

Title: Credit Card

Policy No: 1013

Effective Date: January 25, 2022

Motion Number: 22.01.51

Supersedes Policy No:

Review Date: January 25, 2025



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

1. DEFINITIONS

- 1.1. **Cardholder** means a Greenview 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. **CAO** means Chief Administrative Officer.
- 1.3. **Corporate Credit Card Administrator** means the Manager of Finance or delegate.
- 1.4. **Credit Card Use Authorization Agreement** means a contract to define the limits and use for Greenview issued credit cards provided to Councillors and employees in order to make purchase of goods and services.
- 1.5. **Director** means the Directors of Infrastructure and Planning, and Community Services and Corporate Services.
- 1.6. **Greenview** means Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. Greenview may issue Corporate Credit Cards to Council Members as per resolution of Council.
- 2.2. Greenview employees may be issued corporate Credit Cards as approved by the CAO. The use of the Corporate Credit Card for Greenview business will not circumvent the intention or application of any other Greenview policy.
- 2.3. Greenview Councillors may be issued Corporate Credit Cards during Council Orientation following the General Election.
- 2.4. Credit cards may be issued to the CAO, Directors and, Managers on an as-needed basis, after being employed with Greenview for a continuous period of six months. Other employees

may be issued a credit card, on an exception basis, after being employed with Greenview for a continuous period of six months.

- 2.5. A credit card issued in the name of the Councillor or Employee is the property of Greenview.
- 2.6. 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 this policy.

3. RESPONSIBILITIES & REVIEW

3.1. Corporate Credit Card Administrator(s):

- A) Maintain and control a central record of all cardholders, limits, etc.
- B) Monitor and evaluate spending patterns.
- C) Assist with concerns or card holder inquiries.
- D) Assist in rectifying disputed credit card charges with suppliers and the credit card company.

3.2. Cardholders

- A) Councillors and employees will be required to sign a Credit Card Use Authorization Agreement prior to being issued a credit card.
- B) Cardholders will supply signed and coded receipts for each purchase to Accounts Payable on a monthly basis. If the assigned cardholder cannot produce a receipt, they shall be responsible to reimburse Greenview for the full amount of the charge, for which a receipt is not supplied. Receipts must be legible and show the amounts to purchase.
- C) Take appropriate action to resolve any problem.
- D) Ensure their credit card is secure to avoid risk of unauthorized use.
- E) Return the credit card immediately upon request.
- F) Credit cards may be used for lodging, meals, travel expenses, conferences, workshops and appropriate purchases in accordance with the Expenditure and Disbursement Policy.
- G) Cardholders will use prudence in making purchases.
- H) Lost or stolen credit cards must immediately be reported to the Credit Card company as well as the Manager, Finance & Administration.

3.3. The Reeve or Designate

- A) Will review the monthly statement for the CAO and councillors to ensure purchases are within policy guidelines.

3.4. The Deputy Reeve

- A) Will review the monthly statement for the Reeve to ensure purchases are within policy guidelines.

3.5. The CAO

- A) Will review the monthly statement for Directors to ensure purchases are within policy guidelines.

3.6. Directors

- A) Will review the monthly statement for their department managers (and other) to ensure purchases are within policy guidelines.

3.7. Accounts Payable

- A) Will ensure reviews have been completed within 30 days of statements being available and electronically file the approved statements.

4. CREDIT LIMITS

- 4.1. Credit card limits for employees shall be determined in accordance with the Expenditure and Disbursement Policy to a maximum of \$20,000.
- 4.2. The Reeve and Deputy Reeve’s maximum shall be \$10,000 and Councillor’s maximum shall be \$5,000.

5. CORPORATE CREDIT CARD RESTRICTIONS

- 5.1. The Corporate Credit Card will not be used to purchase items or services for personal use or the purchase of alcohol, unless the purchase is for a corporate event approved by Council and a direct invoice is not possible. Corporate Credit Cards will not be used for the purchase of any other controlled substance.
- 5.2. Any violation of this policy will be investigated and could result in loss of credit card privileges, termination and/or criminal prosecution.
- 5.3. Credit Card may not be used to obtain cash advances.
- 5.4. E-Mail and Internet purchases are prohibited unless the purchase is placed through a secure website.
- 5.5. Employees and Councillors will be required to reimburse Greenview for all costs associated with unauthorized use through direct payment and/or payroll deduction.