

Title: Credit Cards

Policy No: 9504

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Supersedes Policy: 1013

Department: Finance

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Legal References:

N/A

Cross References:

Credit Card Authorization Form
 Policy 1002 Travel and Subsistence
 Policy 9002 Expenditure Officer
 Policy 9001 Procurement and Purchasing

Purpose: The purpose of this Policy is to ensure that corporate credit cards are used for appropriate business expenditures and adequate controls are established for day-to-day use. This policy applies to all employees and councillors who are approved to use a corporate credit card.

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, or delegate.
- 1.3. **Corporate Credit Card** means a credit card, issued by a recognized financial institution, used for the payment of appropriate business expenditures.
- 1.4. **Corporate Credit Card Administrator** means the Manager of Finance or delegate.
- 1.5. **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.
- 1.6. **Director** means the Directors of Infrastructure and Engineering, Community Services, Planning and Economic Development and Corporate Services, as well as the Executive Director of Industrial Development.
- 1.7. **Greenview** means Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. 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.
- 2.2. Greenview Councillors may be issued Corporate Credit Cards during Council Orientation following the General Election.
- 2.3. Corporate Credit Cards may be issued to the CAO, Directors and, Managers on an as-needed basis. Other employees may be issued a credit card, on an exception basis, after being employed with Greenview for a continuous period of three months.
- 2.4. A credit card issued in the name of the councillor or employee is the property of Greenview.
- 2.5. 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) Cardholders will be required to sign a Credit Card Use Authorization Agreement prior to being issued a Corporate Credit Card.
 - B) Cardholders, or a designate, 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 for reimbursing Greenview for the full amount of the charge, for which a receipt is not supplied. Receipts must be legible and show the purchase amounts.
 - i. Charges without receipts must be documented by the Lost Receipt Transaction Form.
 - C) Take appropriate action to resolve any problem.
 - D) Ensure their Corporate Credit Card is secure to avoid the risk of unauthorized use.
 - E) Keep the Corporate Credit Card personal identification number (PIN) in a secure place and never store it together with the Corporate Credit Card.
 - F) Return the Corporate Credit Card immediately upon request.
 - G) Corporate Credit Cards may be used for lodging, meals, travel expenses, conferences, workshops and appropriate purchases in accordance with Greenview's Procurement and Purchasing, and Expenditure Officer Policies.
 - H) Cardholders will use prudence in making purchases.

- l) 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 Officer Policy to a maximum of \$30,000.00.
- 4.2. The Reeve and Deputy Reeve's maximum shall be \$10,000 and Councillor's maximum shall be \$5,000.
- 4.3. Corporate Credit Card limits may be increased temporarily for exceptional circumstances. Requests, with justification, shall be submitted in writing to the Corporate Credit Card Administrator for approval.
- 4.4. Permanent increases require the approval of the Director of Corporate Services. Sufficient justification must be provided in writing.

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. A Corporate Credit Card may not be used to obtain cash advances.
- 5.4. Online purchases are prohibited unless the purchase is placed through a secure website.

- 5.5. Cardholders will be required to reimburse Greenview for all costs associated with unauthorized use through direct payment and/or payroll deduction.
- 5.6. Corporate Credit Cards will not be issued for one-time events, e.g., a single conference or hospitality event.