

POLICY NO:	FI 006
POLICY TITLE:	CREDIT CARD POLICY
DEPARTMENT:	FINANCE
APPROVAL DATE:	September 8, 1998
REVISION DATE:	42-01-02; 16-05-04; 65-03-05; 76-05-08; 12-04-12; 39-05-15 (May 26, 2015)
REVIEW DATE:	

POLICY STATEMENT:

The County of Vermilion River will establish a clear guideline for authorization and use of Municipal Credit Cards for authorized expenditures by designated individuals.

PURPOSE:

1. The County of Vermilion River wishes to protect the interest of public funds by controlling the use and limits of the authorized credit cards.
2. The County of Vermilion River wishes to facilitate council and staff members to attend authorized County business, outside the administration office, without undue burden on their personal financial resources.

LIMIT GUIDELINES:

1. Credit cards may be used for authorized purchases when all other methods of procurement have been exhausted or when it is the only acceptable form of payment by the vendor. Credit card purchases are intended to be small in scope and of a “non-capital” in nature unless authorized by the Chief Administrative Officer.
2. The maximum credit limit of any credit card shall be established as per the issuance guidelines below.
3. Cash advances of any sort are NOT permitted.
4. County of Vermilion River credit card may only be used for items that relate to County business including parking, conference or seminar registrations, airfare, accommodation, public relations, meals and gasoline or repairs to County vehicles.
5. A cardholder must sign an authorization form if their County of Vermilion River credit card is used to guarantee advanced reservations for other County Councillors or staff who are attending authorized County business.

ISSUANCE GUIDELINES:

Following the execution of an Acknowledgement Agreement, the individuals, appointed to the following County of Vermilion River positions, are authorized to have a credit card issued in their name with the listed limits:

County Administrator (Chief Administrative Officer) \$25,000
Natural Gas Utility Manager (Administration) \$5,000
Public Works Superintendent (Administration) \$5,000
Agricultural Field man \$5,000
Fire and Protective Service Manager \$5,000
Safety Officer \$5,000
Development Officer (Department Head) \$5,000

Each cardholder must enter into an Acknowledgement Agreement (see attached form) confirming that they have read and understood the Credit Card Policy FI 006 and agree to its terms. Credit cards can be revoked at any time if deemed necessary by the Administrator. When an employee resigns or is terminated, they are required to return their card to the Director of Finance or Administration immediately.

DOCUMENT PROCEDURES:

1. All statements must be opened in front of anyone of the following; Chief Administrative Officer or Finance Officer.
2. All statements are to be provided to the Accounts Payable staff, as soon as possible, to facilitate payments on the accounts and to minimize any interest charges.
3. Expenditure backup and detailed information must be provided to support all amounts listed on the credit card statement for coding and authorization by the Chief Administrative Officer or the Director of Finance by the 5th of every month. Only original receipts will be accepted as proper back-up (ie a credit card payment slip is not proper back-up unless accompanied with original invoice or receipt that details the purchase). All meal and public relations related expenses need to indicate on the receipt, or as a back-up sheet, who attended the meeting and what the business purpose was for the meeting that resulted in the related expense.
4. Transaction fees and interest fees are authorized expenditures.
5. Any unsupported item on the credit card statement must be reported to the Chief Administrative Officer or Director of Finance prior to payment or they will become the purchaser's liability. Unsupported expenditures must be accounted for and paid by the credit card holder.
6. Credit Card Cardholder recap reports must be filed in the Accounts Payable files and made available to the auditing firm, appointed for the County of Vermilion River for review at the interim audit.
7. Credit card bills may be paid electronically on or before the due date on the statement by the Finance Officer or Chief Administrative Officer.

8. A copy of the monthly credit card cardholder recap report must be attached to the cheque payment list for Finance Committee review.

AUTHORIZATION AND PURCHASING POLICY:

All purchases with use of credit cards as payment are to follow the County's standard purchasing policy (AD 004) unless amendments specifically stated as follows:

1. No purchaser shall approve his or her own purchase. All credit card summaries are to be initialled by the Chief Administrative Officer or Director of Finance prior to payment.
2. When gratuities are provided for service the max amount allowable is to be in accordance with the attached gratuity standard operating procedure.
3. Hotel charges and bookings should all be done by executive assistant at pre-approved rates and hotels when possible; if not possible then the provincial government rates will be used as determined by the executive assistant.
4. In the case of travelling staff or staff without a company credit card, advances and prepaid credit cards with pre-set limits can be provided by Director of Finance or Chief Administrative Officer for expenses stated above where other payment options would cease to exist.