

**POLICY # FI 006**
**POLICY TITLE: CREDIT CARDS**

<b>APPROVAL DATE AND MOTION:</b>	September 8, 1998 (2022-01-00)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Finance Manager, Corporate Services		
		<b>APPENDICES:</b>	Schedule - A
<b>APPROVER:</b>	Council	<b>EFFECTIVE DATE:</b>	Upon Council Approval (Aug 23, 2022)
<b>REVISION DATE(s)/ MOTION #:</b>	42-01-02; 16-05-04; 65-03-05; 76-05-08; 12-04-12; 39-05-15 (May 26, 2015); October 22, 2019; 2022-08-32 (Aug 23 2022)	<b>NEXT REVIEW DATE:</b>	June 30, 2027

## 1. DEFINITIONS

1. a) Purchases – any authorized expenses incurred by a County of Vermilion River Employee which have a direct operational benefit to the organization.

1. b) County – is the County of Vermilion River

1. c) Credit Card(s) – is a County of Vermilion River issued MasterCard, Visa or American Express

1. d) Credit Card Administrator – is the Director of Corporate Services or his/her designate

1. e) Employee(s) – is an employee of the County of Vermilion River

1. f) CAO – Chief Administrative Officer

## 2. POLICY STATEMENT

To establish a clear guideline for the authorization and use of County Credit Cards.

## 3. OBJECTIVE

To protect the interest of public funds by controlling the use and limits of County Credit Cards

## 4. BACKGROUND

4. a) Developed to facilitate Employee and Councillor attendance of approved conventions, meetings, and training workshops.

4. b) To prevent undue burden on personal financials resources.

## 5. GUIDING PRINCIPLES

5.a) Credit Card use must comply with the County's Purchasing Policy AD #004.

5.b) Credit Card must only be used for Purchases.

5.c) Purchases must be small in scope and of a non-capital nature unless authorized by the CAO.

5.c.(i) Purchases must be for those goods or services which are not available for purchase via purchase order system,

5.c. (ii) Purchases must be for those goods and services which are time sensitive,

5. d) Cash Advances are strictly prohibited.

5. e) Credit Cards will be issued to Employees as per Schedule A.

- 5. f) Credit Cards may be revoked at any time if deemed necessary by the CAO.
- 5. g) Upon resignation or termination, Employee must immediately return their credit card to their immediate supervisor or Manager of Human Resources.
- 5. h) Receipts must accompany the monthly statement summary to the Finance Department for all purchases made on the Credit Cards.
  - 5. h (i) A summary of all purchase will be submitted monthly to the CAO for review.
  - 5. h (ii) A summary of the CAO's purchases will be submitted monthly to the Reeve to review.
- 5. i) For meals and public relation purchases on the Credit Card, employees must indicate a list of attendees and purpose of meeting.
- 5. j) Credit card receipts that do not provide details of purchases are not accepted as proof of purchase.
- 5. k) Purchases not related to County's Business operations must be paid by the Employee.
- 5. l) Payment of Credit Card balance must be paid on or before the due date by the Credit Card Administrator.

## 6. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Director of Corporate Services
MONITORING REVIEWS AND REVISIONS	Finance Manager
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Director of Corporate Services
INTERNAL STAKEHOLDERS	Employees
EXTERNAL STAKEHOLDERS	Council & Rate Payer

## 7. EXCEPTIONS

7. a) Purchases submitted without a proper receipt **over** \$100.00, may be approved, by signature, at the discretion of the Director and CAO.

7. b) Small Purchases submitted without a proper receipt **under** \$100.00, may be approved, by signature, at the discretion of the Director. CAO will be advised of such purchases.

7.c) Purchases without receipt and without signature under section 7.a and 7.b. will be a responsibility of the card holder.

**SCHEDULE A**

**LIST OF POSITIONS WITH CREDIT LIMIT**

Chief Administrative Officer	\$ 25,000.00
Director of Natural Gas Utility	\$ 10,000.00
Director of Public Works & Infrastructure	\$ 5,000.00
Director of Corporate Services	\$ 5,000.00
Director of Agriculture & Environment	\$ 5,000.00
Director of Protective Services	\$ 5,000.00
Director of Planning & Development	\$ 5,000.00
Manager of Human Resources	\$ 5,000.00
Manager of Facilities	\$ 5,000.00
Health & Safety Co-ordinator	\$ 5,000.00