



**MEETING DATE: OCTOBER 22, 2019**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**CREDIT CARD POLICY FI 006 – MOTION REQUIRED**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the Credit Card Policy FI 006 as presented.

## **BACKGROUND**

The County of Vermilion River Credit Card policy FI 006 was first approved on September 8, 1998, with last revision (update) on this policy being done on May 26<sup>th</sup>, 2015.

Attached policy has following major changes;

- ⇒ Policy was formatted as per current Presentation and Marketing protocol,
- ⇒ Director of Corporate Service is authorized Credit Card user with \$5,000 credit limit,
- ⇒ Human Resource Manager's Credit card limit was increased to \$2,000,
- ⇒ Director can self-attest their credit card expenses,
- ⇒ CAO will be provided a copy of self-attest Card expense summary for all card holders,
- ⇒ CAO's credit card summary will be provided to Reeve for review,
- ⇒ Expense less than \$100 may be approved by the employee without receipt,

## **ATTACHMENTS**

FI006 Credit Card Policy

PREPARED BY: Viren Tailor

DATE: September 25, 2019