

POLICY # FI 006
CREDIT CARDS

APPROVAL	September 8, 1998	CROSS-REFERENCE:	
RESPONSIBILITY:	Finance		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	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

To establish a clear guideline for the authorization and use of County of Vermilion River credit cards for expenditures by designated Employees.

BACKGROUND

This policy was originally developed as a means of facilitating Employee and Councillor attendance at approved conventions, meetings and training workshops, as well as in the performance of their duties, to prevent undue burden on personal financial resources.

OBJECTIVE

To protect the interest of public funds by controlling the use and limit of County of Vermilion River credit cards.

SCOPE

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Employees	
Council	

DEFINITIONS

Authorized Purchases are any expenses incurred by a County of Vermilion River Employee which have a direct operational benefit to the organization and include, but are not limited to, parking fees, conference and seminar registrations, airfare, hotel accommodations, public relations, postage machine fares, subsistence, fuel, repair to County vehicles, transaction fees and interest fees.

County is the County of Vermilion River.

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

Credit Card Administrator is the Director of Corporate Services and/or the Chief Administrative Officer.

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

GUIDING PRINCIPLES

- Credit Card use must comply with the County's Purchasing Policy AD 004.
- Credit Cards must only be used for Authorized Purchases.
- Credit Card purchases must be small in scope and of a non-capital nature unless authorized by the Chief Administrative Officer.
- Cash Advances are strictly prohibited.
- Credit Cards may be revoked at any time if deemed necessary by the Chief Administrative Officer.
- Upon resignation or termination, Employees must immediately return their Credit Card to the Credit Card Administrator.
- Employees appointed to the following positions are entitled to a County Credit Card, subject to the limits set forth below:
 - Chief Administrative Officer \$25,000.00
 - Director of Natural Gas Utility \$5,000.00
 - 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
- Manager of Facilities & Safety \$5,000.00
- Director of Planning & Development \$5,000.00
- Manager of Human Resources \$2,000.00
- Credit Card statements must be opened in the presence of the Director of Corporate Services or Manager of Finance and immediately given to the accounts payable clerk for processing.
- Receipts must be provided on a monthly basis to the accounts payable department for all purchases made on County Credit Cards. Employees must also complete the spreadsheet provided by the finance department which outlines the individual expense(s), where the expense(s) is to be coded, and a brief summary of the charges.
- For meal and public relation expenses on County Credit Cards, Employees must include a list of attendees as well as the purpose of the meeting in their brief summary of the charges.
- Credit Card Receipts that do not provide details of the expense are not accepted as proof of payment.
- Expenses not related to County business operations or expenses without proper receipts must be paid by the Employee to whom the County Credit Card has been issued.
- Payment of County Credit Card balances must be paid on or before the due date on the statement by the Credit Card Administrator.
- Credit Card expenses must be approved and signed off on by the Employee to whom the Credit Card has been issued. A summary of all Employee Credit Card expenses is submitted to the Chief Administrative Officer for review, and a summary of the Chief Administrative Officer's Credit Card expenses is submitted to the Reeve for review.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Secretary
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer

EXCEPTIONS

- County business expenses paid for utilizing a County Credit Card, and submitted without a proper receipt, may be approved at the discretion of the Employee to whom the Credit Card has been issued and the Chief Administrative Officer. Signatures from both the Employee to whom the Credit Card has been issued and the Chief Administrative Officer are required for the accounts payable Employee to process the expenses.
- Expenses less than \$100.00 may be approved by the Employee to whom the Credit Card has been issued. In these cases, a signature from the Employee to whom the Credit Card has been issued is required for the accounts payable Employee to process the expense(s). Although no signature from the Chief Administrative Officer is required, the Finance Department shall ensure that the Chief Administrative Officer has been advised of the expense and lack of receipt.