



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 26th, 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