

**POLICY # FI 006**
**CREDIT CARDS**

<b>APPROVAL</b>	September 8, 1998	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Finance		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	42-01-02; 16-05-04; 65-03-05; 76-05-08; 12-04-12; 39-05-15 (May 26, 2015)	<b>REVIEW DATE:</b>	

## 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.





- 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
<b>HANDLING INQUIRIES</b>	Chief Administrative Officer
<b>MONITORING REVIEWS AND REVISIONS</b>	Executive Secretary
<b>IMPLEMENTING POLICY</b>	Council
<b>COMMUNICATING POLICY</b>	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.