



**Credit Card Use Policy**

1. This policy is entitled the “Credit Card Use Policy” and applies to the use of Corporate Credit Cards including Gas Credit Cards.
2. All Credit and Gas Cards for the Town, its Boards and Commissions shall be under the overall control of the CAO.
3. All Credit and Gas cards are to be solely used for purchases for the Town, its Boards and Commissions; and for expenses of members of Council and employees incurred for official Town purposes.
4. The use of Credit and Gas Cards are a method of payment only. Purchases are to be made in accordance with the Town’s Procurement Policies and within limits set by any other policy of the Town.

**GAS CREDIT CARDS**

5. Use of Gas Cards: Each Department is given a Gas Credit Card for each vehicle in the Department.
6. Any lost or stolen Gas Credit Card is to be reported immediately to the CAO and the CAO will make arrangements to have the card cancelled and replaced.
7. It is the general policy that the Gas Credit card be only used at a local service station.
8. All gas purchases are to be paid inside the service station. The person making the purchase is to sign their name in full on the receipt provided by the cashier.
9. Receipts given to the driver shall be passed in to the Town Hall or the mail slot at the Town Hall following the purchase of fuel or other vehicle supplies.

**CORPORATE CREDIT CARDS**

10. The Treasurer / Manager of Finance shall be issued a credit card for the purpose of purchasing corporate goods and services (limit \$20,000). Purchases are to be made in accordance with the Town’s Procurement Policy and within limits set by any other

policy of the Town. All purchases made with the Treasurer's corporate credit card must be signed off by the Treasurer and another staff member on a Credit Card Authorization Form.

11. The CAO shall also be issued a credit card (limit \$5,000). They may also allocate, as deemed appropriate, credit cards (maximum limit of \$2,500) to members of Council and to staff to be used from time to time for expenses incurred by Council members or staff in carrying out duties on behalf of the Town, its Boards or Commissions.

Employees and members of Council – including those not issued a credit card – may request that expenses be handled through the use of the Treasurer's corporate credit card, following the credit card authorization procedure laid out in Section 10 above.

12. Whenever a Corporate Credit Card is used, the person using such card shall sign their name in full on any invoices or charge slips. Copies of slips given to the user of the Card shall be passed into the Town Office within 48 hours of returning to the Town.

## **MISUSE OF CREDIT CARDS**

13. The CAO has the right to revoke the privileges of possession and use of the Town's Credit Cards of anyone for any unauthorized use or misuse of either a Gas Credit Card or a Corporate Credit Card.
14. Any unauthorized use or misuse of Town credit cards by staff of the Town and its Boards and Commissions will be subject to discipline as outlined in the Town's Discipline Policy.
15. Any unauthorized use or misuse of Town Credit cards by a member of Council or representative of the Town on a Board or Commission, shall be reported to Town Council in closed session at the next Council meeting.
16. Any unauthorized use or misuse of Town Credit Cards by any other person, shall be reported to Town Council in closed session at the next Council meeting.
17. The CAO shall have the authority to recover any monies owed to the Town as a result of any unauthorized use or misuse of the Town's Credit cards.
18. Any fraudulent use of the Town's Credit Cards shall be reported to the RCMP.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider  
[minimum 7 days notice]      January 23, 2020

Date of Passage of Policy      February 11, 2020

\_\_\_\_\_  
Town Clerk

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Date