



MUNICIPALITY OF ROBLIN

POLICIES AND PROCEDURES MANUAL

Section: Finance & Administration	Policy No.: F/A-001
Subject: Credit Card Policy	Date Issued: April 21, 2020
Revision Date:	

PURPOSE:

The purpose of this policy is to ensure that corporate credit cards that may be issued to Council and/or employees of the Municipality of Roblin are used for appropriate purposes and adequate controls are established for day-to-day use.

POLICY:

1.0 Credit cards have been made available to provide an efficient means of making payments for such things as authorized online purchases, conference expenses - accommodations, registration fees, etc. Each credit card will have a predetermined credit limit, set by Council.

2.0 Responsibilities:

- a. The cardholder is responsible at all times for the proper use of the credit card in line with this policy.
- b. The cardholder is responsible for the safe custody of the card and the security of the card information. Reasonable precautions should be taken to prevent fraudulent use of the card.
- c. Cards may only be used for bona fide business purposes for the Municipality of Roblin.
- d. They must not be used for personal expenditure.
- e. They must not be used to withdraw cash.
- f. Any expenditure must in compliance with the Municipality's procurement policies and procedures and in compliance with other municipal policies.
- g. Expenditure must be within budgetary limitations and in accordance with any prior approval requirements.
- h. The credit card limit must not be exceeded.
- i. The holder must submit proper receipts for all expenditures, copies of credit card receipts alone are insufficient.
- j. Where proper receipts are not made available, the reason why must be submitted in writing to the Chief Administrative Officer (CAO).
- k. Any credit card expenditure returns must be signed by the cardholder and reviewed by the CAO.

- l. The card must only be used in normal circumstances by the individual to whom the card has been issued unless a card is provided to a department as a procurement card, then the card may be used by other members of staff authorised by the cardholder to use the card. All users of the card must comply with this policy and it is the cardholder's responsibility to ensure that the card is used only in compliance with this policy.
- m. Expenditure on the credit card must cease and the credit card returned on resignation, suspension or retirement of the cardholder from the Municipality.
- n. In advance of retirement or resignation or immediately following suspension, the cardholder must submit an expenditure analysis account for any remaining balance on the credit card. Failure to do so may lead to the outstanding amount being deducted from the individual's salary payment until the analysis and supporting receipts are submitted.
- o. The card must be returned to the Municipality during periods of extended leave.
- p. Cardholders who misplace or lose their card must contact the Credit Card Helpline immediately and also report it to the Municipal Office at once. (Email: cao@roblin.ca).

3.0 The Municipality reserves the right to withdraw, suspend or cancel a credit card at any time without notice. In addition, credit cards may be withdrawn, suspended or cancelled if:

- a. The reasons for the credit card being issued in the first instance are no longer valid.
- b. There has been a breach of the terms and conditions of use.
- c. The expenditure requirements can be satisfactorily met through other systems, processes or procedures.
- d. The holder fails to make timely returns of expenditure as required under this policy.
- e. Receipts are not submitted properly.

4.0 Credit card statements are issued monthly. Any expenditures on the card must be verified by the appropriate Department Head with the cardholder to make sure that all items are correctly charged. Any discrepancies should be reported to the Administration Department immediately so that, if necessary, settlement of the item can be stopped. Cardholders must submit receipts for all expenses incurred on their card. Charges for items where the receipt has been misplaced must be explained to the Department Head, who must initial the specific charge and indicate "receipt missing" missing beside it.

5.0 Cardholders who breach this policy may be subject to disciplinary proceedings that may result in disciplinary action up to and including dismissal.

6.0 A list of valid card holders is shown in Appendix "A". For security purposes, the list is not available to the public.