



POLICY & PROCEDURE MANUAL

SECTION	Finance	POLICY NUMBER
SUB-SECTION		EFFECTIVE DATE REVISION DATE
SUBJECT	Corporate Credit Card	

APPROVAL

PURPOSE:

The purpose of this policy is to provide for the use of the Town of Grand Valley credit cards and to ensure staff are responsible and accountable regarding Municipal credit card purchases.

SCOPE:

This policy shall apply to all employees to whom a credit card has been assigned by the Treasurer.

POLICY:

1. AUTHORIZED USE

1.1 Municipal credit cards are to be used exclusively for approved, legitimate municipal business expenses. These may include, but are not limited to:

- a) Pre-authorized travel-related expenses (e.g. lodging, meals)
- b) Pre-authorized conference and seminar expenses
- c) Pre-authorized professional development and Memberships fees
- d) Supplies and equipment for municipal functions
- e) Emergency services and essential purchases required for municipal operations
- f) Gas for corporate vehicles

1.2 All transactions must follow the municipality's approved budget and procurement by-law.

1.3 All pre-authorization requests must be reviewed and approved by the CAO.

1.4 All purchases that require shipping must be delivered to either Town Hall or the Public Works Shop or Community Centre. No items may be shipped to personal or alternative address.

2. UNAUTHORIZED USE

2.1 The Town credit card is a tool and shall not be used to circumvent the Town's procurement policy.

2.2 Municipal credit cards shall not be used for any unauthorized or inappropriate expenses. Unauthorized uses may include, but are not limited to:

- a) Alcohol
- b) Cannabis or restricted substances
- c) Cash Advances or cash equivalents
- d) Fines, Fees, and penalties
- e) Upgrades and discretionary add on charges (room upgrades, in room purchases, preferred seating)
- f) Pre-authorized subscription fees (i.e. monthly, annual fees)

3. Roles and Responsibilities

3.1 Cardholders

Cardholders are accountable for the security of their municipal credit card. The card shall not be used by any individual other than the assigned cardholder.

All card use must comply with the guidelines outlined in this policy and any related municipal policies or procedures. Prior to receiving a card, the cardholder must sign the Cardholder Agreement as provided in Appendix A.

Cardholders are required to provide itemized receipts for all transactions (no alternative documentation will be accepted) and must submit these receipts to the Finance Department promptly, along with a brief description of the business purpose for each expenditure. Any expense documentation for meals must include the names of staff in attendance in the corresponding event. Cardholders must also identify the correct GL expense code for each transaction. Missing receipts that remain outstanding for more than one month and particularly those that become a recurring issue may result in the transaction being denied for business purposes at the discretion of the Treasurer and/or CAO. In the event of a transaction being denied by the Town, the card holder will be required to reimburse the Town for the transaction.

In the event a card is lost or stolen, the cardholder must immediately notify the bank, Treasurer and/or CAO.

Upon termination of employment or reassignment, the cardholder must return the municipal credit card to the Treasurer and/or CAO immediately.

3.2 Finance Department

The Finance Department is responsible for the overall administration and oversight of the municipal credit card program. This includes ensuring monthly reconciliations are accurately recorded, properly documented, and fully justified in accordance with this

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policy. The Department shall maintain a master list of all issued credit cards and their respective limits, as well as retain all original Cardholder Agreements.

The Finance Department is also responsible for ensuring that monthly credit card statements are paid promptly, monitoring employee credit card use for compliance, and addressing any irregularities or concerns that arise.

4. Fraud and Misuse of Municipal Credit Cards

4.1 Fraudulent or misuse of a municipal credit card may result in disciplinary action up to and including termination of employment.

4.2 Suspicious activity and potential misuse of credit cards must be reported to the Treasurer and CAO immediately. If suspicious activity involves the CAO, report to the Mayor.

5. Authorized Cardholders and limits

- a) CAO: \$10,000
- b) Department heads*: \$5,000
- c) Select Staff**: \$1,000

*Department Heads who have demonstrated a need for a municipal credit card

**Staff tasked with frequent purchases assigned by the CAO or department head

5.1 All requests for new credit cards need to be approved by the CAO.

6. Credit Card Points/Rewards

6.1 All points/rewards or other benefits gathered through the use of a municipal credit card is property of the municipality. Card holders are not permitted to redeem or use points for personal use under any circumstances.

6.2 The Finance Department is responsible for monitoring and coordinating the redemption of points. Points may be redeemed only for reducing municipal expenses with approval from the CAO and/or Treasurer. Any unauthorized redemption of points or rewards will be treated as a misuse of the card and may result in disciplinary action.

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Appendix A – Cardholder Agreement

Town of Grand Valley Credit Card Holder Declaration

DEPARTMENT	CREDIT CARD NUMBER
CARDHOLDER NAME	TITLE

Although this card is issued in your name, it is the property of the Town of Grand Valley and must be used in accordance with the policies and procedures and any related by-laws, including the procurement by-law.

By signing this declaration, you acknowledge that you have received the card indicated above, reviewed the credit card holder agreement, and agree to comply with the following terms and conditions:

- This card is provided to you based upon your need to purchase business-related goods and services in the course of your employment as _____.
- The _____ shall have complete care and control of the credit card at all times. At no time shall the credit card be used by any other employee without your explicit consent.
- This card is for business-related purchase only in accordance with the Corporate Credit Card Policy. Any use of this card for personal purchases is strictly prohibited.
- Any unauthorized use of this card shall be considered improper use of municipal funds and will be subject to appropriate disciplinary action, up to and including dismissal.
- Employee cards must be returned to the CAO or Treasurer immediately upon request and, in the event, upon your resignation, retirement or dismissal. Once the card is returned no further use of this card will be authorized.

Signature of Cardholder

Date

Approved By CAO

Date