

<b>Corporate Credit Card Policy</b>	<b>Policy No. 1.3.2</b>
<b><u>Date of Policy:</u></b> March 13, 2017	<b><u>Review Date:</u></b>
<b><u>Motion Number:</u></b> 9(a)(ii)	<b><u>Revision:</u></b>

**Rationale**

The Town of Nipawin provides corporate credit cards to the Mayor, Chief Administrative Officer and the Fire Chief to allow for purchases in the circumstances where charge accounts cannot be established or no other form of payment is accepted for expenses incurred on behalf of the Town.

**Policy**

It is the policy of the Town of Nipawin to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

**Definitions:**

"Administration" means the Chief Administrative Officer and the Director of Finance and Administration;

"Council" means the Council of the Town of Nipawin;

"CAO" means the Chief Administrative Officer, as appointed by Council;

"Town" means the Town of Nipawin.

**Use of Corporate Credit Cards**

Corporate credit cards and credit limits shall be issued to the following Town officials and employees:

- a) Mayor: \$1,000.00
- b) CAO: \$5,000.00
- c) Director of Finance & Administration: \$5,000.00
- d) Fire Chief: \$1,000.00

Corporate credit cards may be used for the following purposes:

- a) Payment for Town related travel, meals, and hospitality, in accordance with established policies and procedures.
- b) Other purchases as appropriate and approved by Administration

Corporate credit cards remain the property of the Town and must be surrendered upon termination of employment or otherwise when so directed by Administration.

Any annual or administration fee will be paid by Town of Nipawin. In the event that a corporate credit card that is selected for Town use has a rewards program, individual employees holding that card will enroll in that rewards program. Any rewards program fees will be paid by the Town and all program rewards will accrue to the Town.

### **Payment of Credit Card Billings**

On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the cardholder's immediate supervisor.

The purpose of the review is to ensure items charged to the credit card:

- a) Meet all Town policies and procedures;
- b) Are reasonable and justifiable; and
- c) Are adequately supported by original receipts and explanations for expenditures.

Credit card statements must be checked and coded by the cardholder and presented for payment to the Accounts Payable Clerk by the card statement date in order to avoid incurring interest charges. Late fees or interest charges will be the responsibility of the cardholder if receipts are not submitted in a timely manner.

All original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the cardholder who incurred the charge on the credit card.

If credit card receipts are not received by the Accounts Payable Clerk in due time, any personal expense claims submitted for reimbursement will be held until corporate credit card receipts have been received.

In addition, if neither a sufficient receipt is provided nor a sufficient explanation for the expenditure, the expenditure may be deemed by the Town to be a personal expenditure of the individual cardholder and the Town may request reimbursement from that cardholder.

### **Restrictions on Use of Corporate Credit Cards**

Corporate credit cards may not be used for personal expenditures of any nature whatsoever. Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, unless approved by the Chief Administrative Officer or Director of Finance & Administration.

Use of the card must be in compliance with all other policies. All expenditures must be within the parameters of the cardholder's assigned responsibilities and delegated authority, and within approved budgets.

Misuse of the card may result in suspension of corporate credit card privileges, and additional disciplinary action as appropriate. Cash advance withdrawals are prohibited.

## Approvals

Expenditures approvals are as follows:

- a) Council shall approve expenditures made by the CAO and/or Director of Finance & Administration.
- b) The CAO and/or Director of Finance & Administration shall approve expenditures made by the Fire Chief.

Expenditures are approved prior to payment on the statement date. Should a cardholder be unclear as to whether an expenditure will be approved by the Town, it is the employee's responsibility to receive authorization for the purchase prior to the purchase being charged to the credit card.