

Policy Title	Effective Date	Updated to	Policy Number
Corporate Credit Card Policy	March 13, 2017	September 12, 2022	1.3.2

**Legislative Authority:** *The Municipalities Act*

**Purpose**

The purpose of this policy is to ensure that corporate credit cards are used for appropriate purposes and adequate controls are established for day-to-day use.

**Scope**

The Town of Nipawin provides corporate credit cards to the Mayor, Chief Administrative Officer, General Manager of Corporate Services, General Manager of Community Services, General Manager of Leisure Services, General Manager of Operations and Engineering Services, and the General Manager of Protective Services.

**Definitions:**

**Administration** means the Chief Administrative Officer and the General Manager of Corporate Services;

**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.

**Policy**

**1. Corporate Credit Card Holders and Credit Limits:**

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

- a) Mayor: \$1,000.00
- b) Chief Administrative Officer: \$10,000.00
- c) GM of Corporate Services \$10,000.00
- d) GM of Leisure Services \$10,000.00
- e) GM of Community Services \$10,000.00
- f) GM of Operations and Engineering Services \$10,000.00
- g) GM of Protective Services \$10,000.00

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## 2. Use of Corporate Credit Cards

2.1 Corporate credit cards are for the sole use of the cardholder exclusively for purchases relating to Town business and must not be used for expenditures on behalf of other employees, unless approved by the Chief Administrative Officer (CAO) or GM of Corporate Services.

2.2 Town credit cards may be used only for purchases in circumstances where charge accounts cannot be established, or no other form of payment is accepted for expenses incurred on behalf of the Town, including:

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

2.3 All expenditures must be within the parameters of the cardholder's assigned responsibilities and delegated authority, and within approved budgets.

2.4 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.

2.5 Use of the card must comply with all other Town of Nipawin policies.

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

2.7 **Annual / Administration Fees**  
All corporate credit cards will bear the minimum amount of annual fee or administration fee offered by the company through which the corporate credit card is acquired. Any required annual fee or administration fee will be paid by the Town of Nipawin.

2.8 **Rewards Programs**  
Corporate credit cards with awards programs shall not be acquired.

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**3. Corporate Credit Card Statement Payment Procedures**

- 3.1 Credit card statements and supporting original documentation/receipts must be reviewed monthly and approved by the cardholder’s immediate supervisor to ensure items charged to the credit card:
  - a) Comply with all Town policies and procedures;
  - b) Are reasonable and justifiable; and
  - c) Are adequately supported by original receipts and explanations for expenditures.
- 3.2 Credit card receipts must be coded by the cardholder and presented for payment to the Accounts Payable Officer by the card statement date to avoid incurring interest charges.
- 3.3 All original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges or charges without a sufficient receipt or explanation may be deemed by the Town to be a personal expenditure of the individual cardholder and the Town may request reimbursement from that cardholder.
- 3.4 Late fees or interest charges will be the responsibility of the cardholder if receipts are not submitted in a timely manner.
- 3.5 If credit card receipts are not received by the Accounts Payable Officer in a timely manner any personal expense claims submitted for reimbursement will be held until corporate credit card receipts have been received.

**4. Restrictions on Use of Corporate Credit Cards**

- 4.1 Corporate credit cards may not be used for personal expenditures of any nature whatsoever.
- 4.2 Cash advance withdrawals are prohibited.
- 4.3 Misuse of the card may result in suspension of corporate credit card privileges, and additional disciplinary action as appropriate.


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**5. Approvals**

- 5.1 If expenditures are included within the current year’s budget and are within the cardholder’s purchasing limits as outlined in the Town’s Purchasing Policy, the expenditure is not required to be presented to Council for prior approval.
- 5.2 If the expenditure is not included in the current budget or is over the cardholder’s purchasing limit, it must be submitted to Council for approval prior to the expense being incurred.
- 5.3 Expenditure approvals are as follows:
  - a) Council shall approve expenditures made by the Mayor, and Chief Administrative Officer,
  - b) The Chief Administrative Officer and/or GM of Corporate Services shall approve expenditures made by the GM of Corporate Services, GM of Operations and Engineering, GM of Community Services, GM of Leisure Services, and GM of Protective Services.

**Related Policies**

Town of Nipawin Procurement Policy No. 1.3.4

  
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Mayor

  
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Chief Administrative Officer