



**Purpose:**

The purpose of this policy is to provide guidelines for the use of Municipal credit cards and to ensure Council and Staff are responsible and accountable in regards to Municipal credit card purchases.

**Allocation of Municipal Credit Cards:**

The Municipality of the District of St. Mary's may only issue credit cards to members of Council, Chief Administrative Officer (CAO) and Directors of departments unless otherwise recommended by the CAO. A motion from Council is required in order to issue a municipal credit card. The following conditions shall apply to Municipal credit cards:

- Each Municipal credit card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Appendix A).
- Credit cards may be used by municipal staff on a temporary basis and shall be returned to the appropriate director immediately following the specified use. Temporary card users must sign the attached declaration (Appendix B).
- No more than one Municipal credit card shall be issued per cardholder. The exception being the case where a second card may be issued to the DOF or CAO that may be used temporarily by other staff members.
- Maximum credit card limits are set up to the following:
  - Warden \$5,000
  - Council Member \$2,000
  - CAO \$5,000
  - Director \$5,000
  - CAO/DOF (second card) \$1,500
- Any person eligible to be issued a Municipal credit card may decline and instead complete a Municipal Expense Form and submit all supporting documentation of transactions made on behalf of the Municipality to the DOF for direct reimbursement.

**Acceptable Use of Municipal Credit Cards:**

The objectives of the Municipal credit cards are to simplify travel arrangements, facilitate record keeping and to provide a means of payment when a purchase order or invoicing protocol cannot be facilitated.

Municipal credit card holders shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (i.e. receipts and invoices detailing the expense) and complete the credit card expense form (Appendix C).
- Immediately notify the CAO and DOF if:
  - The card is lost or stolen.
  - Any unauthorized transaction is detected or suspected.
- Notify the DOF of any change in name or contact details.
- Take adequate means to ensure the security of the card.
- Return the card to the DOF if the cardholder's employment is terminated with the employer.
- Be aware that the CAO will determine if there is no longer need for a cardholder to retain their Municipal credit card.
- Notify the DOF if their card is cancelled by the Financial Institution.
- Be personally responsible for any unauthorized transaction unless the card is stolen, lost or subject to fraud on some part of a third party.

Municipal credit card holders shall not:

- Exceed the maximum credit limit set on their Municipal credit card.
- Increase the maximum credit limit set on their Municipal credit card.
- Obtain personal cash advances, money orders, bank drafts, etc. through the Municipal credit card.
- Use the Municipal credit card for any illegal purchases.
- Use the Municipal credit card for any personal purchases.
- Make direct payment on their municipal credit card account for personal purchases made in error, payment is to be provided to the Municipality. If there are repeated instances of personal purchases made in error, card use shall be reviewed and may result in loss of card privileges.
- Authorize their own expenses as stated in the Municipal Mileage/Expense Policy.
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card or on an expense claim).
- Save municipal credit card information within online user accounts (i.e. Vista Print, Paypal, Staples, etc.).

**Finance Services:**

The DOF shall:

- Review the monthly statements of each Municipal credit card.
- Sign each monthly statement to verify that each transaction has been accounted for.
- Follow up as appropriate to investigate unusual transactions.
- Act immediately upon receipt of advice that abuse or irregularities are known or suspected.
- Maintain records of all cardholders.
- Cancel a card when a cardholder's employment with the Municipality is terminated or a Council member's term ends.
- Follow up with the Financial Institution on lost or stolen cards to confirm the card is cancelled.
- The monthly statement for the DOF shall be signed off by the CAO.

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Municipal Clerk

Date

## Municipality of the District of St. Mary's Municipal 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 Municipality of the District of St. Mary's and must be used in accordance with the Municipality's policies and procedures.**

**By signing this declaration you acknowledge that you have received the card indicated above, reviewed the Municipal Credit Card and Mileage/Expense Policies 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 employment with the Municipality. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- Any unauthorized use of this card will be considered an improper use of municipal funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all municipal policies and procedures. Municipal policies and procedures may from time to time be issued and amended.
- Employee cards must be returned to the Director of Finance immediately upon request and, in the event, upon your resignation, retirement or dismissal. Councillor cards must be returned to the Director of Finance immediately upon the end of your term as Councillor. Once a card has been returned no further use of this card will be authorized.

**As the holder of this card, you are responsible for its protection and safekeeping. If this card is lost or stolen you are required to immediately advise the Chief Administrative Officer and the Director of Finance.**

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

## Municipality of the District of St. Mary's Temporary Municipal Credit Card User Declaration

Name	Title

**Although all municipal credit cards are issued in the name of the cardholder, they are the property of the Municipality of the District of St. Mary's and must be used in accordance with the Municipality's policies and procedures.**

**By signing this declaration you acknowledge that you have reviewed the Municipal Credit Card and Mileage/Expense Policies and agree to comply with the following terms and conditions:**

- A card may be temporarily provided to you based upon your need to purchase business-related goods and services in the course of employment with the Municipality. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- You are responsible for all charges made against the card while it is in your care.
- Any unauthorized use of this card will be considered an improper use of municipal funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all municipal policies and procedures. Municipal policies and procedures may from time to time be issued and amended.
- The card must be returned to your Director or the Director of Finance immediately following the specified use with supporting documentation of purchases made. Once a card has been returned no further use of this card will be authorized.

**As the temporary holder of a municipal credit card, you are responsible for its protection and safekeeping. If a card is lost or stolen you are required to immediately advise the Chief Administrative Officer and the Director of Finance.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

## Municipality of the District of St. Mary's Credit Card Expense Form

<b>Department</b>	<b>Credit Card Number</b>

<b>Cardholder Name</b>	<b>Title</b>

### Purchases

Date	Description	Amount	Budget Line Item
<b>Total</b>			

### Summary

Budget Line Item	Amount
<b>Total</b>	

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date