

**Appendix F6-B**

**Sample Community Credit Card Policy**

**Community Credit Card Policy**

**Purpose**

The purpose of this policy is to provide a framework within which the community administrative officer (CAO) can establish and maintain proper and efficient use of the community's credit card.

**Implementation**

The following community employee will be issued with a credit card:

\_\_\_\_\_ Community Administrative Officer

The use of the credit card is only permitted for use by the administrative staff person noted and only while on official duty and can only transact to the extent of the approved expenditure items and limits as prescribed in this policy.

The privilege of credit card use must not divest the holder from following the purchasing policy of the community.

The limit of the credit amount for the holder of the credit card must be decided and approved by the council, but cannot be more than the maximum of \$5,000.00 set by department policy.

As the card holder, the CAO is responsible for the monthly reconciliation of the credit card receipts and statements and must report to council any matter in contravention with this policy.

**Procedures for Use**

The credit card holder must sign the User Agreement Form.

Where a credit card is used for official purpose, the credit card holder must disclose the nature of expenditure.

The CAO will be responsible for the collection of credit card receipts for a particular month on or before the last working day of the month and present source documents to council for approval and payment.

The reconciliation of the receipts must correspond with the balance of the credit card statement. The credit card holder must resolve any discrepancies by either contacting the supplier or the Bank. Any discrepancies unaccounted for in the form of official receipt will be recovered from the credit card holder's salary the following month.

### **Scope of Use**

Where alternative methods of payment exist, credit cards must NOT be used for the payment of expenditure. The credit card must strictly be used for official purposes. No personal or private purchases (including gifts) are allowed. The person to whom the credit card is issued must not allow any other person to use the credit card. The card holder is responsible for any and all charges (but not for payment) on the credit card.

### **Limits**

The following will be the credit card limit: \_\_\_\_\_. (Not to exceed \$5,000.00)

### **Misuse**

The following actions are regarded as or constitute misuse of the credit card:

- Withdrawal of cash
- Purchasing of items for personal use
- Entertainment of family and friends
- The regular late submitting of claims

Council reserves the right to withdraw a credit card of any holder as a result of misuse.

### **Termination**

When the credit card holder resigns, the credit card must be returned to council on submission of the final credit card receipts and source document. The said credit card must be disposed of in the presence of the card holder.

Council must notify the bank in writing of the cancellation in order to close the relevant account.

When a credit card is stolen or lost, it is the responsibility of the CAO to notify the bank and request the bank to stop usage of the respective card and inform council the next business day following the loss.

User Agreement Form – Credit Card

The Community Credit Card represents the Community Council’s trust in you. You are responsible to safeguard community assets. Your signature below is verification that you have read the Community Credit Card Policy and agree to comply with the guidelines set out in the policy, as well as the following responsibilities.

1. I understand the credit card is for Community approved purchases only and I agree not to charge purchases outside the parameters described in the Community Credit Card Policy.
2. Improper use of this credit card can be considered misappropriation of Community funds. This will result in disciplinary action, up to and including termination of employment.
3. If the credit card is lost or stolen, I will immediately notify the bank and the designated council member by phone and confirm by written notice to council.
4. I agree to surrender the credit card immediately upon severance of employment.
5. The credit card is issued in my name. I will not allow any other person to use the credit card.
6. I agree to obtain original receipts for every purchase as per the Community Credit Card Policy.
7. I will receive a monthly reconciliation statement which will report all activity during the statement period and resolve any discrepancies.

By signing below, you, the credit card holder, are confirming that you have read the above, that you understand the above, that you are in agreement with the above.

\_\_\_\_\_  
Signature of Credit Card Holder

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Print Name