



Policy #36

Corporate Credit Card Policy

Approved by Council on: June 3, 2015

Corporate Credit Card Policy/Procedures

Purpose:

To outline the policy and procedures for the use and control of a Township Credit Card for the purpose of acquiring goods and/or services where it is a more efficient and cost effective method of purchase and payment of goods and/or services and maintains good business practice.

Authority:

Department Heads shall submit to the Treasurer the name of an employee that is to be considered for the use of a corporate credit card to purchase goods and/or services on behalf of the Township. The Treasurer will review the request and submit to the Chief Administrative Officer for his/her approval.

Policy:

- 1) All credit cards issued will have a predetermined "credit limit" as determined and authorized by the Treasurer.
- 2) The program will be administered and audited by the Treasurer or designate.
- 3) The credit card shall not be used:
 - a) For personal purchases of any nature;
 - b) During business travel or meetings to pay for meals or beverages. Meals and beverage expenses must be reimbursed through the time sheet/expense report process in payroll for management to properly approve and track daily limits and to ensure other Township policies are followed. Receipts submitted for reimbursement must have written on the back, the purpose of the purchase, and in the case of meals, a listing of those persons in attendance and the reason for the purchase;
 - c) For long-term lease or rental agreements;
 - d) For goods or services, where the cost of these goods or services, would be significantly increased as a result of using the card and an alternative method of payment is available;
 - e) For cash advances; and
 - f) For any purchase of goods or services that may be prohibited under any other policy approved by Council.

- 4) The Township credit card may be used for the following types of purchases:
 - a) Conference and training events registration with the appropriate management approval;
 - b) Hotel accommodations;
 - c) Pre-approved car rentals;
 - d) Memberships with Municipal Associations;
 - e) Other purchases that require immediate payments of goods and services for the Township of Southgate use; and
 - f) On-line purchases with vendors of record, that have been investigated as being secure transaction sites and has been pre-approved by management.
- 5) Cardholders will be held liable for any misuse or willful disregard of policies or operating procedures which result in a loss of money for the Township or fraud or collusion.
- 6) Each card will have the name of the cardholder, a unique card number, and the name of the Township embossed on the card.
- 7) The Township may cancel the card at any time at its sole discretion.
- 8) It is the Cardholder's Responsibility to:
 - a) Comply with this policy for credit cards.
 - b) Sign the credit card.
 - c) Ensure that the card and other documents bearing the card number are kept in a secure location.
 - d) Ensure that the card information is confidential, as with a personal credit card, e.g. care must be used when disclosing the card information over the telephone to place an order so that passers-by do not hear the card number and expiry date.
 - e) Exercise prudent and discretionary judgment if using the card on the internet.
 - f) Retain and give receipts, etc. to the Treasurer for completion of the monthly reconciliation process and for audit purposes. All receipts should have written on the back the purpose of the purchase, and the reason for the purchase. This simple record should clarify those anomalies such as retirement gifts, etc. On the other hand, gasoline purchases for use in municipally owned vehicles is self-evident and would not require further explanation, other than the Township fleet number recorded.
 - g) Request vendors to submit a copy of the receipt with a shipment associated with a telecommunication order.
 - h) Ensure that the card is not used by anyone other than the specific named cardholder.
 - i) Report immediately to the Treasurer any inadvertent use of their Township Credit card.
 - j) Notify the Bank IMMEDIATELY in the event of card loss or theft and the Treasurer. The bank can be reached 24 hours per day at 1-800-588-8067.

Misuse Of Corporate Credit Card

Employees misusing the credit card privileges will be subject to disciplinary actions up to and including dismissal. Some examples of misuse and inappropriate use of the credit cards are using the card:

- for personal, rather than Corporation use.
- for applications embarrassing to the Township in light of the public awareness that staff operate within.
- for situations representing poor judgment on their behalf.