

**CORPORATION OF THE VILLAGE OF BARNWELL
IN THE
PROVINCE OF ALBERTA**

POLICY 03-19

PURPOSE:

To ensure that corporate credit cards are used for appropriate purposes and adequate controls are established for day-to-day use.

SCOPE:

This policy applies to all employees of the Village of Barnwell who are granted and assigned a corporate credit card.

DEFINITIONS:

Cardholder refers to the staff member whose name appears on the corporate credit card.

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the Village of Barnwell

Corporate Credit Card refers to the credit card used for the payment of appropriate Village of Barnwell expenditures.

POLICY STATEMENTS:

1. Employees will be issued a corporate credit card where the nature of their job requires such use.
2. Corporate credit cards will only be used for appropriate business expenditures.
3. Only one (1) corporate credit card will be issued per approved employee.
4. To be eligible for a corporate credit card, an employee must meet at least one (1) of the following criteria:
 - a) Purchases goods and services for use by the Village of Barnwell
 - b) Incurs regular expenses of a type normally paid by credit card for the completion of his or her job duties, or for otherwise conducting Village of Barnwell business
5. The use of corporate credit cards to obtain cash advances is strictly prohibited.
6. The use of corporate credit cards is for conducting Village of Barnwell business only. Charging non-Village related personal expenses to a corporate credit card is forbidden in any circumstance. Should an error occur in using the wrong credit card, it must be reported to the CAO immediately, who will authorize the repayment of the expense by the employee.

7. Cardholders must retain original receipts of all transactions and submit them with purchase orders for approval by the CAO of the Village of Barnwell by the first day of each calendar month.
8. Charges for items where the receipt has been misplaced must be filled out on a Purchase Order and marked "receipt misplaced" and explain the occurrence to the CAO who will authorize and confirm that the charges are justified and initial the Purchase Order for payment. The occurrence of continual missing receipts may result in cancellation of the corporate credit card.
9. Cardholders should be diligent in protecting the corporate credit card and account number and not divulge it to any other person, except with merchants with whom transactions are being carried out on behalf of the Village of Barnwell.
10. When a cardholder is on vacation, it is recommended that corporate credit cards are given to the CAO for safekeeping until the cardholder returns to work.
11. Lost or stolen corporate credit cards must be reported and cancelled immediately by contacting the credit card company as well as reporting to the CAO.
12. Prior to termination of employment or job duties requiring corporate credit card use, each cardholder must reconcile all outstanding expenditures on the card and surrender the corporate credit card to the CAO.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have read and understand the Corporate Credit Card Policy for the Village of Barnwell. I agree to adhere to this policy and I understand that if I violate the procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment. Total reimbursement of any and all misappropriated monies will also be required.

	Date	Resolution #
Approved	October 17/19	145/19
Amended		
Amended		



 MAYOR



 CHIEF ADMINISTRATIVE OFFICER