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# Credit Card Use

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Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

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Legislation Reference: The *Municipal Government Act*, Part 8, Section 248

## **Purpose**

The Village issues a credit card to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts, etc. The Village credit card shall only be used for the purpose of goods and services for official business of The Village of Hussar. Credit cards shall be used only in warranted circumstances.

## **Guidelines**

A credit card shall only be issued to the Chief Administrative Officer and in accordance with this policy. The card limit shall be set at \$5,000. The allowable purchase limits shall be within the Administrative Policy 5.4 Procurement Policy guidelines and as approved in the Village's budgets.

## **Responsibility of Credit Cardholders**

1. An employee shall be required to enter into a Cardholder Agreement presented as Schedule A.
2. The employee shall ensure that all credit card purchases are in compliance with the Village of Hussar's Procurement Policy.
3. A credit card shall only be used by the employee to whom the card is issued.
4. The employee issued the credit card is responsible for its protection and custody.
5. The employee using the credit card must submit receipts in a timely manner to reconcile against the monthly credit card statement.
6. A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Village policies and budgets.
7. Lost or stolen credit card shall be immediately reported
8. Employees must immediately surrender their credit card upon termination of employment. The Village reserves the right to withhold the final payroll payout until the card is surrendered.

## **Loyalty or Reward Points**

9. Loyalty points or rewards accrued or earned by the use of a Village credit card shall accrue to the Village of Hussar.
10. Redemption of loyalty points or rewards accrued under a Village credit card is limited to business purposes
11. Employees are encouraged to use a Village credit card instead of a personal credit card for business expenses.

**Responsibility of the CAO**

12. The CAO is responsible for issuance and cancellation of credit cards
13. The CAO is responsible for reconciliation of receipts and documentation to the monthly statements. Accounting and payment of expenses.

**Non-Compliance**

14. Violation of the policy may result in revocation of a credit card use privileges
15. An employee found guilty of unauthorized use of a Village credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes
16. An employee shall be required to reimburse the Village for all costs associated with improper use through direct payment and/or payroll deduction.

Schedule A

**Credit Cardholder Agreement**

Requirements for use of the Village Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the Village of Hussar.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Village of Hussar, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Village of Hussar will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_