

Municipal District of Opportunity No. 17  
**FINANCE POLICY**

**TITLE: CORPORATE CREDIT CARD POLICY**

**EFFECTIVE DATE: JULY 24, 2024**

**POLICY NUMBER: F.16**

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The Municipal District of Opportunity No. 17 may issue corporate credit cards to the Chief Administrative Officer (CAO) and Senior Management employees as approved by the CAO. The use of the corporate credit card will not circumvent the intention or application of the MD purchasing policy or any other applicable policy.

**PURPOSE:**

To provide a convenient, cost effective and efficient method of procuring goods and services by simplifying the procurement process particularly when employees are traveling on behalf of the municipality.

**PRINCIPLES:**

1. Corporate credit cards may be issued to employees on the approval of the CAO and Reeve.
2. A corporate credit card issued in the name of an employee is the property of the MD.
3. A corporate credit will not be used to purchase goods or services for personal use.
4. A corporate credit will not be used to purchase restricted items.

**DEFINITIONS:**

**Cardholder** means an MD employee who has been issued a corporate credit card and who is authorized to make purchases in accordance with this policy.

**Designate** means the Chief Financial Officer (CFO) for the MD.

**MD** means the Municipal District of Opportunity No. 17

**RESPONSIBILITIES:**

**Cardholders:**

1. Will be required to sign a copy of this policy to acknowledge their understanding of the policy and of the use of the corporate credit card prior to being issued a corporate credit card.
2. Will ensure the corporate credit card is secure to avoid risk of unauthorized use.

3. Will return the corporate credit card to the MD immediately upon request of the CAO or designate, or upon termination of employment with the MD.
4. Will promptly advise the CAO or designate of any problems with the corporate credit card and take appropriate action to resolve any problem including any unauthorized or suspicious charges.
5. Will obtain and retain sufficient supporting documentation to validate credit card purchases.
6. On a monthly basis will supply a summary with supporting documentation for each purchase charged to their card to the employee in charge of reconciling the corporate credit card statement. If the cardholder is not able to provide a receipt, they shall be responsible to reimburse the MD for the amount of the charge. Exceptions may be approved by the CAO.
7. Monthly credit card summaries will be reviewed and signed off by the CAO, with the exception of the CAO's credit card summary which will be reviewed and signed off by the Reeve or Deputy Reeve.
8. Will immediately report a lost or stolen corporate credit card to the corporate credit card company and to the CAO or their designate.

#### **CORPORATE CREDIT CARD LIMITS:**

Corporate credit card limits are:

1. CAO, CFO and Executive Secretary to CAO - up to \$30,000
2. Directors - up to \$20,000
3. Communications/Community Liaison – up to \$10,000
4. Manager of Security and Bylaw Enforcement – up to \$10,000
5. Regional Fire Chief – up to \$10,000
6. Manager of Facility Maintenance— up to \$10,000

#### **RESTRICTED USE:**

The cardholder shall not exceed the limit set out for the corporate credit card.

The corporate credit card must not be used for:

1. Personal use;
2. Cash advances;
3. On-line purchases unless the website for the purchase is a secure website; and
4. Downloading applications or other content from a website.

***Any violation of this policy will be investigated and could result in termination and/or criminal prosecution.***

I acknowledge understanding of the contents and agree to abide by the terms of this policy.

|       |                    |                         |
|-------|--------------------|-------------------------|
| _____ | _____              | _____                   |
| Date  | Name of Cardholder | Signature of Cardholder |

|       |       |                  |
|-------|-------|------------------|
| _____ | _____ | _____            |
| Date  | CAO   | Signature of CAO |

|       |       |                                 |
|-------|-------|---------------------------------|
| _____ | _____ | _____                           |
| Date  | Reeve | Signature of Reeve or Designate |

**APPROVED: November 27, 2019**  
**AMENDED: January 8, 2020**  
**AMENDED: February 26, 2020**  
**AMENDED: November 15, 2022**  
**AMENDED: April 10, 2024**  
**AMENDED: June 12, 2024**  
**AMENDED: July 24, 2024**

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