



POLICY – FN 21

CREDIT CARD

APPROVAL DATE:	2013-05-20	CROSS-REFERENCE:	FN 03 – Purchasing and Procurement
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-07-16, 2020-11-096	REVIEW DATE:	2023

POLICY STATEMENT

To set forth the rules and regulations governing the use of the Village of Marwayne credit cards.

BACKGROUND

The Village of Marwayne obtained corporate credit cards for the Chief Administrative Officer and the Public Works Foreman as a convenient, cost-effective, and less cumbersome method of procuring and paying for low value goods and services. The use of credit cards has reduced paperwork through the accounts payable process and simplified procurement for Village of Marwayne Employees.

OBJECTIVE

To outline the purpose of the corporate credit card as well as how payment of the monthly balance is to be remitted.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- The use of the corporate Village credit cards is not intended to circumvent the Village's other financial policies and procedures.
- The consolidated credit limit is \$15,000.00 for the CAO and the Public Works Foreman. Both the CAO and the Public Works Foreman have their own credit cards issued in the name of the Village of Marwayne and the particular individual it has been assigned to.
- Credit card holders must retain receipts of all transactions which must then be attached to the monthly credit card reconciliation spreadsheet and journal entry.
- Approval of transactions without a receipt is at the discretion of the CAO.
- Approval of transactions without a receipt for purchases made by the CAO is at the discretion of Council.
- Should the CAO or Public Works Foreman be required to travel, expenses may be charged to the respective credit card or claimed daily as per the rates of reimbursement established by Council at the annual organizational meeting.
- Payment of the credit card monthly balance shall be remitted via online banking so as to ensure prompt and timely remittance by the due date on the statement. The online payment must match the credit card reconciliation spreadsheet and associated journal entry.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant