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|  | City of Lacombe Corporate Credit Card Use Policy | |
| | Policy Number: | <i>13/211.02 (2018)</i> |
| | Approval Date: | <i>June 11, 2018</i> |
| | Effective By: | <i>June 11, 2018</i> |
| | Supersedes: | <i>13/211/02 (2016)</i> |
| | Review Date: | <i>N/A</i> |
| | Department: | <i>Corporate Services Department – Financial Services</i> |
| | Reference: | <i>13/211/01 (2014) Purchasing Policy</i> |
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Purpose of Policy

The purpose of this policy is to define the business rules and restrictions for the administration of the City of Lacombe’s Corporate Credit Card Program.

Policy Statement

The City’s corporate credit card provides authorized staff of the City with an efficient and convenient method of purchasing that reduces the need to use other methods of procurement for small-dollar-value goods and services.

Applicability

1. This policy applies to all credit cards issued by the City through the City’s Corporate Credit Card Program.
2. Failure to adhere to this policy may result in:
 - 2.1 Damage to the City of Lacombe’s reputation
 - 2.2 Inappropriate Use of the City’s funds
 - 2.3 Unnecessary cost.

Definitions

1. **Approver** – The Director or in the case of the Director or Mayor, the Chief Administrative Officer, to whom the cardholder reports
2. **Authorized Cardholder** – The Chief Administrative Officer approved list of employees to hold credit cards
3. **City Corporate Credit Card** – The credit card issued on behalf of the City of Lacombe.

Responsibilities

1. **Council** is responsible for approving this policy and any amendments thereto.
2. The **Chief Administrative Officer** is responsible for approving procedures and directives related to the administration of this policy.

- 3. **Financial Services** is responsible for:
 - 3.1 the issuance of the corporate credit credits and any changes thereto.
 - 3.2 the collection and retention for all credit card records and receipts.
 - 3.3 adherence to policy by cardholder where non-compliance is identified by the department.
 - 3.4 reconciliation of all purchases to credit card statements

- 4. **Approver** is responsible for:
 - 4.1 being the primary monitor to ensure the cardholder adheres to all corporate credit card policies and procedures.
 - 4.2 ensuring that the cardholder's purchases are reasonable, appropriate, and complies with all corporate credit card policies and procedures.

- 5. **Authorized Cardholder** is responsible for:
 - 5.1 using the corporate credit card in compliance with all corporate credit card policies and directives.
 - 5.2 the card holder shall be ensure that all credit card purchases are in compliance with the City's purchasing policy
 - 5.3 the credit card shall only be used by the card holder whom the card is issued.
 - 5.4 the card holder shall be responsible for its protection and custody
 - 5.5 receipt and documentation detailing the goods and services purchased shall be the reasonability of the card holder
 - 5.6 the above receipts and documentation must be submitted to the Finance Department in a timely manner to reconcile against the monthly credit card statement

Original Signed

Mayor

Original Signed

Chief Administrative Office