



CORPORATE CREDIT CARD USE

Policy Number:	13/211.02 2023ADP
Policy Review:	Every 5 Years
Policy Owner (Dept.):	Corporate Services – Financial Services
Reference(s):	Business Travel Expense Policy 13/211.03 2020 Procurement Policy 13/211.01 21

1. PURPOSE OF POLICY

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

2. POLICY STATEMENT

- 2.1. The City’s corporate credit card (CCC) provides staff authorized by the Chief Administrative Officer with an alternative method for purchasing low-dollar value goods and services that is convenient and efficient.

3. NON-COMPLIANCE

- 3.1. Failure to adhere to this Policy may result in disciplinary action, including the revocation of CCC usage privileges, mandatory reimbursement of non-compliant purchases, and disciplinary measures up to and including termination of employment.

4. APPLICABILITY

- 4.1. This policy applies to all authorized cardholders and approvers of the City’s Corporate Credit Card Program.
- 4.2. This Policy comes into effect upon approval of the CAO.

5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Approver** – the Director to whom the cardholder reports to or in the case of the Director, the Chief Administrative Officer. The Deputy Mayor shall be the Approver for any CCC purchases made by the Mayor. The Mayor or Deputy Mayor shall be the approver for CCC purchases made by the CAO.
- 5.2. **Authorized Cardholder** – the Mayor of the City of Lacombe, and the Chief Administrative Officer approved list of employees to hold credit cards.



5.3. **CAO** – the City of Lacombe’s Chief Administrative Officer

5.4. **City** – the City of Lacombe

5.5. **City Corporate Credit Card** – the credit card issued on behalf of the City of Lacombe.

6. ROLES AND RESPONSIBILITIES

6.1. Chief Administrative Officer

6.1.1. Approve this Policy, procedures and administrative directives related to the administration of this policy.

6.1.2. Approve the list of employees to hold credit cards.

6.1.3. Ensure staff compliance with this Policy.

6.2. Financial Services

6.2.1. To support compliance with the terms of this Policy.

6.2.2. The issuance of the corporate credit cards and any changes thereto.

6.2.3. The collection and retention of all credit card records and receipts.

6.2.4. Reconciliation of all purchases to credit card statements.

6.3. Approver

6.3.1. To support compliance with the terms of this Policy.

6.3.2. Be the primary monitor to ensure the cardholder adheres to all corporate credit card policies and procedures, and the City’s Purchasing Policy.

6.3.3. Ensure that the cardholder’s purchases are reasonable, appropriate, and comply with all corporate credit card policies and procedures, and the City’s Purchasing Policy.

6.4. Authorized Cardholder

6.4.1. To comply with the terms of this Policy.

6.4.2. Comply with all corporate credit card policies and procedures, and the City’s Purchasing Policy and Business Travel Expense Policy.

7. POLICY DETAILS

7.1. The credit card shall only be used by the cardholder to whom the card is issued.

7.2. The cardholder shall be responsible for its protection and custody.

7.3. Card activity may be audited at any time.



- 7.4. The following transactions shall not be permitted:
- 7.4.1. Splitting of total purchase cost, singly or between cardholders to avoid transaction limits;
 - 7.4.2. Personal purchases; and,
 - 7.4.3. Cash advances, money orders, bank drafts, etc.
- 7.5. Records must be complete, with copies of purchase information including receipts showing the items purchased, GST (if paid) as well as point-of-sale transaction verification slips showing the credit card used and a tip of up to 15% for meal expenses.
- 7.6. The Finance Department shall download credit card statements at the beginning of each month, and pay them as they are received.
- 7.7. Credit card statements are emailed to cardholders by the third business day of each month.
- 7.8. Receipts and supporting documentation, including account codes, shall be submitted to the Finance Department by the 15th of each month to reconcile against the monthly credit card statements. The Finance Department may require cardholders to use a Reconciliation Form for this purpose.
- 7.9. The CAO or his designate shall review and sign off on credit card statements and backup documentation. The Mayor or Deputy Mayor shall review and sign off on the CAO's credit card expenses. The Deputy Mayor shall review and sign off on the Mayor's credit card expenses. In all cases the purpose of the review shall be to ensure compliance with this policy, the City's Procurement Policy, and the City's Business Expense Policy.
- 7.10. Ineligible or non-compliant expenses may be invoiced back to the cardholder.
- 7.11. The cardholder shall contact the credit card customer service centre directly in the event of disputed charges and ensure any credit notices are issued by the vendor.
- 7.12. If the card is lost, stolen or compromised, the cardholder shall notify the Finance Department and the credit card customer service centre immediately.

8. END OF POLICY

Original Signed

February 13, 2023

Signature of CAO

Date

POLICY RECORD

Approval and Amendment History

ADMINISTRATIVE POLICY



Date of Approval	Description
February 13, 2023	Approval of Policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required