

Bylaw 1224/17
"Schedule A"

Title: Corporate Credit Policy
Policy No: 1503
Approval: Town Council
Effective Date: May 9th, 2017
Amended:



Policy Statement: To establish a policy with respect to the Town of Hardisty using Corporate Credit Cards for the purchase of goods and services required in the day to day activities of the municipal corporation.

Guidelines:

The Town of Hardisty Council appoints the CAO as the **administrator** and card holder of the Corporate Credit Card.

The Corporate Credit Card limit is governed by Bylaw #1224/17 as reviewed on an ongoing basis by Council and any approved amendments thereof.

Purchases and transactions will be adhered to by the Town of Hardisty Purchasing Policy #1502 and any amendments thereof.

Definitions:

Mayor – Chief Elected Official as stipulated under Sec 1. 1.d and Sec. 150 of the *Municipal Government Act, R.S.A. 2000 c. M-26.*

Councillor – as stipulated under Sec 1.1. g of the *Municipal Government Act, R.S.A. 2000 c. M-26.*

Chief Administrative Officer (CAO) – as stipulated under Sec. 1.1. (c) and Sec. 205 of the *Municipal Government Act, R.S.A. 2000 c. M-26.*

Supervisor – as outlined in the Town of Hardisty Job Description Policy #1922

Permanent Employee – as defined in the Town of Hardisty Policy #1910 Affected Employee (Employee Classifications) – referred to in this document as Policy #1910

Town of Hardisty Purchasing Policy – referred to in this document as Policy #1502.

A. Procedure for issuing, usage, and reporting of expenditures:

1. Issuance of staff credit cards:

- Issuance of staff credit cards shall be authorized by the CAO and only to employees that are permanent.
- The established limit on individual staff credit cards will be set by the CAO and be adhered to by the staff member holding the card.
- The TOTAL limit on all staff credit cards issued (including the limit of the CAO held card) shall not be more than the limit as set out in Corporate Credit Card Bylaw #1224/17 and any amendments thereof.
- All cardholders shall sign the Corporate Credit Card Agreement.
- The cardholder agrees he/she is responsible for all expenses charged to the corporate credit card and agree to use the corporate credit card for approved business expenses only.

2. Reporting Requirements:

- Expense reports must be completed and returned to the attention of the employee's supervisor along with accompanying receipts at the end of every month 10 days prior to the due date on the Credit Statement for internal auditing process.
- Failure to complete the expense report as outlined above could result in unnecessary interest charges to the account. The cardholder shall report to their supervisor the reason for the charges. When interest charges become a recurring event to the account the card holder account will be cancelled by the Supervisor or CAO.
- Expense reports will be completed on the attached Corporate Credit Card Expense Claim Form and attached to the statement along with expense receipts.


3. Non-Business Expense Purchases:

- In the event a personal expense is charged to the credit card it will be identified on the expense report and the employee must reimburse the Town of Hardisty immediately by cash, cheque, money order, draft or any other form of payment deemed acceptable by the Supervisor or CAO.



- It will be deemed as an offence to have used the card for a non-business related transaction and the card holder will have their privileges revoked from having a card and further disciplinary action may occur.

Approved by Council May 9, 2017 - Motion # 111/17



Sandy Otto – CAO



CORPORATE CREDIT CARD AGREEMENT

Employee: _____ Position: _____

Department: _____ Supervisor: _____

I understand that I am responsible for all expenses charged to the Corporate Credit card for the Town of Hardisty, and I agree to:

- use the corporate credit card for approved business expenses only
- not charge personal expenses to the card
- submit an expense report for reimbursement of the corporate credit card charges to my Supervisor with accompanying receipts 10 days prior to due date along with payment as indicated in Policy #1503 Corporate Credit Card Policy
- return the corporate credit card to my Supervisor or the CAO when my employment ends or any time I am asked to do so.
- deduction of personal liabilities from my remuneration (if required)
- review and abide by the Town of Hardisty Corporate Credit Policy #1503

I have read, understand and agree to the above terms. I understand that misuse or abuse of my card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, up to and including termination.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Card # _____

Issued Date: _____ Employee Signature Upon Issue: _____

Return Date: _____ Supervisor or CAO: _____



TOWN OF HARDISTY CORPORATE CREDIT CARD EXPENSE CLAIM FORM

Reporting Period of Statement: _____

DATE	NAME OF VENDOR	<u>\$ - MEALS & SUB (for what reason)</u>	<u>\$ TRAINING (indicate what training was taken or enrolled in)</u>	<u>\$ SUPPLIES / SERVICES (indicate what supply or service was purchased)</u>	EXPENSE GL CODE
TOTAL					

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____