

TOWN OF SLAVE LAKE
Corporate Credit Card Policy

Department:	Finance	Policy No:	FIN.FN-24-1001
Policy Title:	Corporate Credit Card Policy	Issue Date:	MAY 06 2024

1. PURPOSE

- 1.1. Ensure Employees will be issued a corporate credit card where the nature of their job requires such use.
- 1.2. Ensure corporate credit cards will only be used for appropriate business expenditures
- 1.3. Ensure corporate credit cards will be used responsibly and safely both in person and online through the use of approved Town electronic devices.
- 1.4. Ensure corporate credit cards will be stored safely employees.
- 1.5. Ensure Employees issued with a corporate credit card will be required to sign an Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix A).
- 1.6. Ensure Disciplinary action will be taken for inappropriate use of corporate credit cards.

2. POLICY STATEMENT

- 2.1. The purpose of this policy is to ensure that corporate credit cards are available for use, in conjunction with the guidelines stipulated in the purchasing policy, and are used for appropriate purposes and adequate controls are established for day to day use.

3. DEFINITIONS

Credit Card

Shall mean a small plastic or digital card issued by a bank, business, etc., allowing the holder to purchase goods or services on credit.

Receipt

Shall mean proof of purchased issued by a business. This may come in the form of paper or a digital record.

Transaction Log

Shall mean a log listing the name of the person assigned to a corporate credit card, the date and vendor name of a purchase, a description of the expense and the budget code to which it is assigned.

Card Holder

Shall mean a staff member whose name appears on the corporate credit card.

Card Administrator

Shall mean staff members assigned to oversee the administration of corporate credit card accounts. This normally is the Director of Finance, but may at times include other senior managers.

Electronic Device

Shall mean an electronic device issued or owned or approved by the Town of Slave Lake with the appropriate security software installed for use by Town staff as is required by the IT department.

Web browser

Shall mean a piece of software used by an electronic device as a means to access the internet and online payment systems.

Corporate Spending Limit

Shall mean the total aggregated corporate limit for corporate credit cards setup at a financial institution or business.

Card Pool Limit

Shall mean a card or group of cards that has been assigned a credit limit.

PIN

Shall mean a personal identification number provided by a financial institution or an employee.

4. RESPONSIBILITIES**1. Chief Administrator**

- a) Ensure the policy is applied works with Director of Finance to designate Card Administrators for the oversight of corporate credit cards and to set an appropriate Corporate Spending Limit.

2. Director of Finance

- a) Implementing and updating internal procedures that govern the use of corporate credit cards.
- b) In conjunction with the CAO designate Card Administrators and set an appropriate Corporate Spending Limit.
- c) In conjunction with Card Administrators setup a card pool limit.
- d) Communicating and updating the procedures for obtaining, using and canceling corporate credit cards for employees.
- e) Ensure that corporate credit cards are setup and issued with appropriate and approved financial institutions or businesses.
- f) Determine the credit limit for corporate credit cards or a group of corporate credit cards for Town business.
- g) Notifying supervisors/directors and Human Resources of any violations to the Corporate Credit Card Policy.

3. Card Administrator

- a) Reviewing and identifying staff under their supervision that require the use and issuance of a corporate credit card.
- b) Obtaining signed acknowledgement from cardholders who currently have credit cards, documenting their understanding of company policy and forwarding this information to the Designated Expense Processor.
- c) Ordering and cancelling cards that are under their supervision.
- d) Identifying and requesting any credit or transaction level limits required for individual cards.
- e) Notifying supervisors/directors and Human Resources of any violations to the Corporate Credit Card Policy.

4. Authorizing Supervisor

- a) Reviewing and authorizing corporate credit card invoices of employees on a timely basis.

5. Employees

- a) Ensuring the corporate credit cards are used only for appropriate business expenses.
- b) Ensuring the corporate credit card has been signed by the employee upon issuance of a card.
- c) Ensuring that only the employee whose name appears on the card uses the card.
- d) Ensuring the electronic device they are using for online payments are Town owned or approved devices.
- e) Ensure the safe keeping of a PIN code in a secure location that is only accessible by the cardholder.
- f) Retaining receipts and providing explanations for all card transactions.

- g) The occurrence of continual missing receipts and/or entering information inappropriately on electronic devices may result in cancellation of the corporate credit card.
- h) Submitting a completed and approved transaction log to Financial Department (accounts payable) on a monthly basis and in a timely fashion no later than 7 days after the statement end date.
- i) Returning the corporate credit card to their supervisors upon termination.

6. Designated Expense Processor

- a) Timely reconciliations.
- b) Appropriate record keeping.
- c) Sharing new program information with cardholders.
- d) Answering cardholder questions about the use of the cards.
- e) Monitoring card usages to ensure that internal policies and procedures are being followed.
- f) Notifying the Director of Finance of violation to the Corporate Credit Card Policy
- g) Obtaining signed acknowledgement from cardholders who currently have credit cards, documenting their understanding of company policy.

5. GUIDELINES

5.1. Issuance of cards

- 5.1.1. The Director of Finance or a Card Administrator will permit the use of a limited number of corporate credit cards by eligible employees where the nature of their job requires such use. The issuance of new cards is only permissible if there is sufficient room in the existing Corporate Spending Limit or card pool limit at a financial institution or business.

- 5.1.2. All employees prior to using their card must have a signed Employee Acknowledgement of Responsibilities and Obligations for the use of a Corporate Credit Card Agreement (Schedule A)

5.2. PIN Code:

- 5.2.1. The issuance of a PIN Code by a financial institution must be kept safe and only accessible by the employee. When required to create their own PIN code employees must keep this safe and only accessible by the employee.

5.3. Corporate Credit Card Use

- 5.3.1. All purchases are to be made within the guidelines outlined in the Purchasing Policy.
- 5.3.2. The credit card shall only be used to pay for Town of Slave Lake expenses
- 5.3.3. Meal receipts should have the purpose of the meal and who the meal was for, identified by name.
- 5.3.4. In the case where services or materials purchases are made online, payment information must only be entered on Town owned electronic devices or Town approved electronic devices with the appropriate web browser approved for use at the time as approved by the IT department.
- 5.3.5. Prohibited uses of corporate credit cards include (but are not limited to):
 - 5.3.5.1. Personal expenses
 - 5.3.5.2. The charging of personal expenditures to the corporate credit card with a subsequent refund to the Town is expressly prohibited, as set out in the attached Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix A).
- 5.3.6. Withdrawal of cash advances
- 5.3.7. Purchase of items in violation of the Travel Policy

- 5.3.8. Allowing unauthorized users to use the corporate credit card.
- 5.3.9. It is expressly forbidden to enter corporate credit card information on electronic devices that have not been approved for use by the Town of Slave Lake.

5.4. Areas of Uncertainty

- 5.4.1. The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the Director, Financial Services is sought prior to transacting with the card.

5.5. Spending Limits

- 5.5.1. Each corporate credit card has a pre-set limit that may not be exceeded unless there is approval from a Card Administrator. Card limits may be assigned on a card by card basis or on a group of cards. Where it is deemed necessary and appropriate to do so Card Administrators may temporarily increase the limit on a card if there is sufficient credit room available within existing card pool limits.

5.6. Receipts

- 5.6.1. It is the cardholder's responsibility to obtain transaction receipts from the merchant each time the corporate credit card is used. Individual transaction receipts are to be attached to the copy of the Visa Statement. Receipts may be paper or digital copies.

5.7. Disputed Items

- 5.7.1. It is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

5.8. Validation and Safekeeping

- 5.8.1. Cardholders must sign the corporate credit card immediately upon issuance. The corporate credit card should always be treated with exceptional care. Keep your card in an accessible but secure location.
- 5.8.2. When the expiration date is passed and/or after a new credit card is received, cardholders must return their expired card to their card administrator for disposal.

5.9. Lost or Stolen Credit Cards

- 5.9.1. If the credit card is lost, stolen, or in the case of identity theft, contact the financial institution immediately, to suspend the card, then notify your Supervisor, the Director of Finance and CAO.

5.10. Corporate Credit Card Statement Payment Procedure

- 5.10.1. Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expenses.
- 5.10.2. The employee will submit the detailed original receipts (paper or digital copy) along with a transaction log to the appropriate authorizing supervisor for authorization within 7 days of each ending statement period.
- 5.10.3. Charges for items where the receipt has been misplaced must be explained to the authorizing supervisor who must initial the specific charge and indicate, "receipt missing" beside it. The occurrence of continuing missing receipts may result in cancellation of the corporate credit card.
- 5.10.4. The authorizing supervisor will confirm that the charges are justified and appropriate before authorizing (signing) the transaction log for payment.
- 5.10.5. The approved transaction log, credit card statement and original receipts will be forwarded to the Finance Department (Accounts Payable) one week prior to the credit card statement due date.
- 5.10.6. Financial Services (Accounts Payable) will verify the authorization and schedule of payment to avoid unnecessary late payment charges

6. CONTRAVENTIONS OF THE POLICY

- 6.1. Employees in violation of this policy may have their card privileges revoked and disciplinary action taken.
 - 6.1.1. Employees who charge personal expenses on their card will be required to repay all amounts in full.

7. REVIEW OF THE POLICY

- 7.1. Text

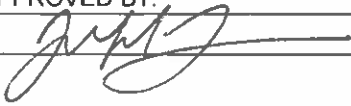
8. RELATED POLICIES

- 8.1. Text

9. APPROVAL and REVISION CONTROL

9.1. Text

10. Text

ISSUED BY	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024-05-06



Appendix A - Corporate Credit Card Policy

EMPLOYEE ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS FOR THE USE OF A CORPORATE CREDIT CARD AGREEMENT

I, _____, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this Card has been issued to me to make purchases in the course of my regular duties in connection with the Town of Slave Lake. I will not use the card to make any personal purchases. I fully understand the purchases made using the Card are to be authorized by the appropriate authorizing supervisor, in accordance with the usual Town of Slave Lake department procedures.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card while it is in my possession and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of the Town of Slave Lake. I realize that I am wholly responsible for every transaction that is processed using this Card. Should the Card be lost, stolen or suspended or compromised in any manner, I shall advise the appropriate financial institution, my supervisor and the Director of Finance immediately.

I acknowledge that the Card does not provide me personally with benefits or features and at all times remains the property of the Town of Slave Lake who has the right at any time, without notice, to cancel the Card and to revoke or withdraw all my rights and privileges in respect of the Card.

I acknowledge that the Town of Slave Lake may amend, modify or discontinue any of the terms of this Agreement and/or any benefits, features or privileges available or offered with the Card and may replace the Card at any time.

Furthermore, I understand that this card has been assigned to me on behalf of the Town of Slave Lake and that in the event of willful or negligent default of these obligations, the Town of Slave Lake shall take recovery action as they deem appropriate and permitted by law. I agree to return this card upon request of either my authorizing supervisor or the Director, Finance Department upon termination of employment.

Cardholder name _____

Cardholder Signature _____ Date _____

Card Administrator Signature _____