



## **Town of Conception Bay South Policy Manual**

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**Title: Town Owned Credit Cards – Expense Cards Policy**

**Resolution Number: 13-356**

**Policy Number: 053**

**Date Approved: September 3, 2013**

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### **PURPOSE:**

To ensure that Town owned credit cards and expense cards are used for appropriate purposes and the adequate controls are established for day-to-day use.

To outline the procedure for use of a Town owned credit card or expense card.

### **AUTHORITY:**

- Section 205 of the *Municipalities Act, 1999*
- Town of Conception Bay South Purchasing Policy
- Council Discretion

### **DEFINITIONS:**

**Credit Card:** For the purpose of this policy, this term will refer to a Visa, Mastercard or American Express

**Expense Card:** For the purpose of this policy, this term will refer to cards issued by individual vendors such as grocery stores, gasoline suppliers, etc.

### **POLICY:**

For the purpose of carrying out business for the Town of Conception Bay South, a member of Council or an employee may be in possession of a Town owned credit card or expense card.

It is recognized that the Town's preferred method of obtaining goods and services is through the use of purchase orders. However, in certain instances, the use of a purchase order may not be practical and the use of a credit card may be preferred. This includes, but is not limited to, foreign currency transactions, vendors that do not accept purchase orders, and travel-related expenditures.

Town-owned credit cards and expense cards may only be used for business expenses and may not be used for expenses of a personal nature.



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**RESPONSIBILITY:**

Individuals holding Town owned credit cards or expense cards are responsible for:

- Using the cards only for their intended purpose.
- Retaining receipts and providing explanations for all credit cards transactions.
- Ensuring that the appropriate expense allocation form is completed monthly, receipts are attached and forwarded to the Financial Services Department, either directly or through the employee’s supervisor, if applicable.
- Ensuring that all purchases using Town owned credit cards and expense cards are in compliance with the Town’s Purchasing Policy.
- Should any receipt not be submitted, the expense must be repaid to the Town of Conception Bay South immediately. In the event that reimbursement is not made, the balance owing will be deducted from the next remuneration/payroll payment.

The Financial Services Department is responsible for:

- Processing payments for credit card and expense card invoices on a timely basis to avoid late payment charges.
- Reviewing the expense allocation forms submitted to ensure that all receipts are attached and that purchases comply with the Town’s Purchasing Policy.

**REVISION HISTORY:**

<b>Revision:</b>	<b>Resolution #:</b>	<b>Change Made:</b>	<b>Date:</b>