

VILLAGE OF EMPRESS	
Title: Corporate Credit Card Policy	Policy Number:12-11
Effective Date: April 16, 2015	Review Date: September 19, 2019

Corporate Credit Card Policy

Intent

This policy applies to all employees of who are granted and assigned a corporate credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to the Village of Empress for the purpose of conducting business.

Guidelines

Cardholders and the CAO are responsible for ensuring that they adhere to this Corporate Credit Card Policy in order to enforce adequate controls to minimize the risk that corporate credit cards are used for fraudulent purposes.

Eligibility

1. Permanent supervisors/managers of a business unit or department are eligible to apply for a corporate credit card. Job status, however, does not guarantee approval.
2. Line employees with prior, written approval from their supervisor/manager may use a corporate credit card for brief durations only.
3. Only one (1) corporate credit card will be issued per approved employee.
4. To be eligible for a corporate credit card, an employee must meet at least two (2) of the following criteria:
 - Frequently travels for the completion of his or her job duties.
 - Purchases significant volumes of goods and services for use by the Village.
 - Incurs regular expenses of a type normally paid by credit card for the completion of his or her job duties, or for otherwise conducting business.

Limits & Conditions of Use

1. Each corporate credit card shall be limited to a maximum of \$5,000.00 for business expenditures. Exemptions to this limit will be made on a case-by-case basis only.
2. Employees who are granted use of the company credit card are strictly prohibited to use "points" accrued from credit card use for personal purchases. Any "points" that are accumulated will be used for approved company purchases only.
3. The use of corporate credit cards to obtain cash advances is strictly prohibited. Corporate credit cards may only be used to incur expenses for the Village of Empress.

4. The use of corporate credit cards is for conducting business only. Charging personal expenses to a corporate credit card is forbidden in any circumstance. Card transactions will be monitored by the CAO to ensure compliance.

5. Failure to comply with the conditions set forth in this policy can result in one or more of the following actions: cancellation of the card; loss of corporate credit card privileges; deduction of misused funds from the cardholder's salary and/or termination of employment.

Monthly Statements

1. Expenditures covered by corporate credit cards must be reconciled with the CAO within ten (10) days of the credit card's statement date. Cardholders who have not reconciled monthly expenditures by the ten-day deadline will be asked to reconcile immediately.

2. Cardholders who still do not reconcile shall be sent a reminder of their obligations. Continued failure may result in the loss of access to the corporate credit card, or possible disciplinary action.

Cardholder Responsibilities

1. Cardholders must have their monthly statements authorized by their CAO. The CAO credit card will be reconciled by the administrative assistant and reviewed by a member of Council prior to signing the cheque.

2. Cardholders must retain original receipts of all transactions and submit them with monthly statements for authorization.

3. All purchases on corporate credit cards without original receipts are the cardholder's responsibility for reimbursement to the Village. Expenditures not supported by receipts will be billed to the cardholder, or may be deducted from the cardholder's salary.

4. Cardholders who travel shall either bill daily expenses to the corporate credit card or claim daily expenses as per diem rates (see Travel Expense Policy for further details). Cardholders may not bill daily expenses to both.

5. Lost or stolen corporate credit cards must be reported and cancelled immediately to the credit card company as well as reported to the CAO.

Making Purchases

Cardholders may place an order with a supplier either in person, by fax/telephone, or by mail. Purchases made via the Internet and Web sites are generally discouraged. However, if no other avenue is available, cardholders may make online purchases only if the site uses appropriate encryption. Furthermore:

1. Sufficient budget funds must be available to cover all purchases made on corporate credit cards.

2. Expenditures shall not exceed maximum transaction limits, individual card limits, and/or monthly credit limits.

4. The following purchases are considered acceptable for corporate credit card use:

- Payment or deposits for goods/services in full or in part.
- Memberships and subscriptions.
- Conference fees.
- Hotel rooms for business trips.

- Operating supplies for conducting business (e.g. toner, software, general office supplies, etc.).
- Minor equipment purchases.

5. The following purchases are considered unacceptable for corporate credit card use and are prohibited:

- Private and/or personal expenses.
- Payment of travel expenses where the employee has chosen to receive reimbursement via the per diem method outlined in the Travel Expense Policy.
- Withdrawal of cash or cash advances.

Termination of Employment

Prior to termination of employment or job duties requiring corporate credit card use, each cardholder must:

- Reconcile all expenditures on his or her card.
- Ensure that credit card accounts are reconciled prior to departing the employ of .
- Surrender his or her corporate credit card to the Finance department.

If any corporate credit card transactions are in arrears after termination of employment, the amount in arrears will be deducted from any final payments owed to the employee or will result in legal action being taken against the former cardholder.

Acknowledgement and Agreement

I, (Employee Name), acknowledge that I have read and understood the Corporate Credit Card Policy of the Village of Empress . I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment. Total reimbursement of any and all misappropriated monies will also be required.

Name: _____

Signature: _____

Date: _____

Witness: _____