

Big Lakes County Policy

Corporate Credit Card Policy

Policy Number:	Admin- 52
Legal Authority:	
Approved by Council:	November 25, 2015
Effective Date:	November 25, 2015
Revised Date:	February 22, 2023

Policy and Procedure Statement

A Corporate Credit Card can be issued to the Reeve and County employees on the approval of the Chief Administrative Officer (CAO) or their designate. The use of the Corporate Credit Card is for County business and will not circumvent the intention or application of the County's financial control or purchasing policy or any other applicable policy.

Policy

1.0 General

- 1.1. To provide a convenient, cost-effective, and less cumbersome method of procuring and paying for low value goods and services by simplifying the procurement process, reducing paperwork, and speeding up vendor payments and empowering staff who have procurement responsibilities.

2.0 Responsibilities of Parties – Cardholders will:

- 2.1. Agree to the program responsibilities and restrictions, including requirements under the County's purchasing and procurement policies;
- 2.2. Reconcile their monthly transaction records against the monthly credit card statement;
- 2.3. Forward to the Accounts Payable personnel all documentation required for audit purposes including original detailed receipts to support all purchases made;
- 2.4. Take appropriate action to resolve any problem;
- 2.5. Ensure their credit card is secure to avoid risk of unauthorized use, which includes use by any other person than that named on the card; and
- 2.6. Return the credit card to Director of Corporate Services when requested by the CAO or designate or when the employee terminates employment with the County.

3.0 Responsibilities of Parties – Corporate Service Department will:

- 3.1 Maintain and control a central record of cardholders and their limits;
- 3.2 Evaluate and provide updates to this document;
- 3.3 Provide general information on the Corporate Credit Card program;
- 3.4 Provide ongoing education and training programs; and
- 3.5 Assist in rectifying disputed credit card charges with suppliers and the credit card company.

4.0 Credit Limits

4.1

Position	New Policy Limit
Executive Assistant	\$ 25,000
Chief Administrative Officer	\$ 10,000
Deputy Chief Administrative Officer	\$ -
Director of Corporate Services	\$ 10,000
Shop Foreman/Purchasing Agent	\$ 10,000
Reeve	\$ 5,000
Director of Community & Protective Services	\$ 5,000
Director of Planning & Development	\$ 5,000
Director of Public Works	\$ 5,000
FCSS Manager	\$ 5,000
Fire Chief	\$ 5,000
Human Resources Manager	\$ 5,000
IT Administrator	\$ 5,000
Waste&Facilities Manager	\$ 5,000
Ag Fieldman	\$ 2,500
Public Works Coordinator	\$ 2,500
Receptionist	\$ 1,500
Finance Section Chief	\$ 30
Director of Emergency Management	\$ 30
	<u>\$ 106,560</u>

Director of Emergency Management / Finance Section Chief – see Section 7.0 – Emergency Management

Requests for temporary credit limit changes must be approved by the CAO or designate and must be returned to their policy-approved credit limit once the temporary need is concluded.

5.0 Corporate Credit Card Restrictions

- 5.1 The Corporate Credit Card WILL NOT be used for the following:
- i. To purchase items or services for personal use. If this occurs the County must be reimbursed immediately for the purchase. Any violation of this policy will be investigated and could result in termination and/or criminal prosecution;
 - ii. For split purchases. The Corporate Credit Card transactions must not be split up to divide a large purchase over the cardholder's limit; or
 - iii. For inappropriate purchases such as
 - a. To obtain cash. The card will be subject to control by not allowing the cardholder to access cash;
 - b. Transactions valued over the cardholder's limit;
 - c. Direct employment of individuals;
 - d. Any tendered contract payments that typically would be paid through the Accounts Payable function;

6.0 Non-compliance

6.1 Contravention of this policy shall result in revocation and cancellation of a Corporate Credit Card.

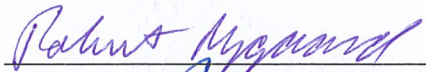
7.0 Emergency Management

7.1 When the Emergency Operations Centre (EOC) is activated, due to a severe local emergency, County staff may be required to oversee certain positions within the EOC. As these duties are separate from the day-to-day activities of the County, employees must not use their County Operations Corporate Credit Cards to complete purchases on behalf of the EOC.

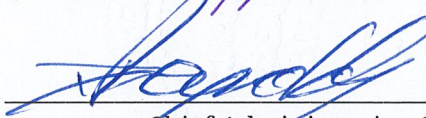
7.2 The Director of Emergency Management and Finance Section Chief are both issued County EOC Credit Cards to complete purchases on behalf of the EOC.

7.3 When an EOC is activated, the Director of Emergency Management will provide written documentation to the CAO, and advise the credit limit required, based on the type/size of emergency event.


7.4 The CAO will have ultimate discretion as to the credit limit provided to both the Director of Emergency Management and Finance Section Chief and will forward that written approval to the Corporate Credit Card Administrator. Once the emergency is complete, the CAO will provide written approval to the Corporate Credit Card Administrator to rescind the credit limit authorization.



Reeve



Chief Administrative Officer



Date of Final Signature

