



<b>Town of Radisson</b>  <b>Corporate Credit Card Policy</b>	<b>Policy No. 2023-05</b>
	<b>Approved by: Council</b>
	<b>Effective Date: Nov. 15, 2023</b>
	<b>Resolution No.:</b>
	<b>Department: Administration</b>

## **CORPORATE CREDIT CARD POLICY**

### **POLICY STATEMENT**

This policy will control the use of the Town of Radisson's Corporate Credit Cards.

#### **1. PURPOSE**

A Corporate Credit Card can be issued to each the Chief Administrative Officer and the Foreman upon the approval of Council. The use of the Corporate Credit Card is for the Town of Radisson business and will not circumvent the intention or application of the Town of Radisson's financial control or purchasing policy or any other applicable policy.

#### **2. GENERAL**

The Corporate Credit Card provides 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.

#### **3. RESPONSIBILITIES OF CARDHOLDERS**

Cardholders will:

- a. Agree to use the corporate credit cards only for the Town of Radisson's business;
- b. Agree to the requirements of use for the corporate credit card and comply with the Town of Radisson financial controls, purchasing policy and any other applicable policy;
- c. Reconcile their monthly transaction records against the monthly credit card statement;
- d. Forward to the Accounts Payable personnel all documentation required for audit purposes including original detailed receipts to support all purchases made;
- e. Take appropriate action to resolve any problems;
- f. 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
- g. Return the credit card to the Town of Radisson when requested or when the employee terminates employment with the Town of Radisson.

#### **4. RESPONSIBILITIES OF ADMINISTRATION**

- a. Maintain and control a central record of cardholders and their limits;

- b. Evaluate and provide updates to this policy;
- c. Provide information on the Corporate Credit Card Policy;
- d. Provide ongoing information and training programs; and
- e. Assist in rectifying disputed credit card charges with suppliers and the credit card company.

## **5. CREDIT CARD LIMITS**

Chief Administrative Officer      \$3,500

Foreman                                      \$3,500

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

## **6. RESTRICTIONS**

The Corporate Credit Card will not be used for the following:

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

## **7. NON-COMPLIANCE**

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

## **8. EMERGENCY MANAGEMENT**

When the Emergency Operations Center (EOC) is activated, due to a severe local emergency, Town staff may be required to oversee certain positions within the EOC. As these duties are separate from the day-to-day activities of the Town, employees must not use their Corporate Credit Cards to complete purchases on behalf of the EOC, without the pre-approval of Council.

When an EOC is activated, the Director of Emergency Management will provide written documentation to the Chief Administrative Officer and advise of the credit limit required, based on the type/size of

emergency event. The Chief Administrative Officer, in consultation with Council, will have the ultimate discretion as to the funds needed to transfer in order to cover the emergency event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

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Mayor

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Administrator