


Function: Corporate Services - 03
Department: Finance - 050
Policy No.:013



Municipal Credit Card Policy

Effective Date: December 13, 2019
Review Date: December 13, 2024
References: Municipal Credit Card Procedure
Cancel: Policy 237 - Mastercard
Resolution #: 690-2019

CAO Signature: 

Policy Statement:

Lac Ste. Anne County may issue Municipal Credit Cards to its County Manager (CAO) and Managers as a means for them to pay for expenditures incurred on behalf of Lac Ste. Anne County, when cheques are not a payment option.

Purpose: To set parameters, identify accountability and establish a protocol for budgetary transactions made on behalf of Lac Ste. Anne County by approved credit card holders using municipal issued credit cards. The policy objectives for the credit card system are to:

- a. Simplify travel arrangements;
- b. Facilitate record keeping;
- c. Eliminate those travelling on municipal business from having to utilize their own personal funds;
- d. Provide a means of payment when purchase orders or invoicing protocol cannot be facilitated, including but not limited to registration fees, internet purchases and payments to one-time vendors.

Responsibilities:

The County Manager (CAO) or Designate shall:

- a. Implement this policy and approve procedures, also ensure legislative reviews occur in a timely manner;
- b. It will be at the County Manager's discretion who will be assigned a Municipal Credit Card;

The Card Holder shall:

1. In all cases obtain and retain sufficient supporting documentation to validate the expense or shall in lieu a Statutory Declaration Form as provided by Lac Ste. Anne County, confirming the description of the goods and services and that the goods and services were received.
2. Complete the Municipal Credit Card Expense Form as provided by Lac Ste. Anne County, as well as attach all supporting documentation and submit to the finance department for processing of the monthly credit card statement no later than the 10th of the subsequent month.
3. Immediately notify the financial institution and the Finance Manager of Corporate Services if:
 - a. The card is lost or stolen;
 - b. Any unauthorized transactions are detected or suspected
4. Notify the Finance Manager of Corporate Services:
 - a. Of any change in the name or contact details;
 - b. Take adequate measures to ensure the security of the card;
 - c. Return the card to the Finance Manager or Assistance County Manager if there is no longer a need to retain their Municipal Credit Card;
 - d. Be personally liable for any unauthorized transactions unless the card is lost, stolen or subject to fraud by a third party.
 - e. Notify the Finance Manager if the card is rejected or cancelled.

The Cardholder Shall Not:

1. Exceed the maximum credit limit set for their card;
2. Obtain cash advances from the Municipal Credit Card;
3. Use the card for any personal purchases;
4. Claim double allowances (i.e. request reimbursement for an expense already paid by the card or personal reimbursement).

Authority:

The Corporate Limit established for Lac Ste. Anne County is \$100,000 designated as follows:

- a. Council - \$10,000
- b. Administration - \$90,000