



City of Dawson

CREDIT CARD POLICY

#13-01

POLICY STATEMENT

The City of Dawson is a corporation that engages in business through many methods, including purchases that require the use of a credit card. To facilitate timely business for the municipality, the City of Dawson will set standards and procedures for the use of the municipal corporate credit card.

POLICY

Purpose:

1. The key objective of this policy is to ensure that municipal credit cards are utilized within approved guidelines or clear rules, in a cost-effective, transparent and fair manner while ensuring that unauthorized transactions are avoided.

Principles:

2. The City of Dawson shall issue municipal credit cards to the Chief Administrative Officer, Senior Financial Officer, and/or any other member of staff approved by Council.
3. All credit cards must show then name of the corporation and the name of the individual to whom the card is issued.
4. Credit cards issued pursuant to this policy shall have a maximum credit limit of ten thousand dollars.
5. Municipal credit cards shall only be used for approved expenditures related to the business of the City of Dawson.
6. Credit card receipts and any other supporting documentation shall be immediately submitted to Accounts Payable.
7. All receipts and monthly credit card statements will be reviewed by the Senior Financial Officer.

Restrictions:

8. The following transactions shall not be permitted, and shall be considered to have been made in contravention of this policy:
 - a. Splitting of total purchase cost, singly or between cardholders to avoid transaction limits;
 - b. Personal purchases;
 - c. Non-Municipal use;
 - d. Cash advances, money orders, bank drafts, etc.;
 - e. Maintenance Contracts, long-term agreements, rentals or leasing of equipment (with the exception of short-term vehicle rentals required for travel purposes for conference, training or meetings).

Reporting of Credit Card Expenditures:

9. All expenditures made using a City of Dawson issued credit card shall be reported on the following accounts payable report presented to Council. The substance and form of this report shall be the same as that applied to other payables.

Cardholder Responsibilities:

10. Each cardholder shall recognize and accept the following responsibilities upon receipt of a City of Dawson credit card:
 - a. Use of the municipal credit card in accordance with this policy and municipal purchasing policies.
 - b. Ensure that purchases are made in accordance with their signing authority, area of responsibility and departmental budget.
 - c. Ensure proper coding of expenditures.
 - d. Notify the financial institution and Senior Financial Officer immediately if their card is lost or stolen.
 - e. Log any item in dispute with the Financial Institution as soon as possible.
 - f. Reimburse the City of Dawson for any unauthorized or unsubstantiated invoice resulting from the use of their card.

Agreement for Credit Card:

11. A copy of this policy shall be given to all employees authorized for a credit card.

12. All employees authorized for a credit card will sign the credit card agreement (attached as Schedule A) prior to receiving the card.

POLICY TITLE: Credit Card Policy

POLICY #: 13-01

EFFECTIVE DATE: February 26, 2013

ADOPTED BY COUNCIL ON: February 26, 2013

RESOLUTION #: C13-06-10

Wayne Potoroka, Mayor

Jeff Renaud, CAO

SCHEDULE A

CREDIT CARD AGREEMENT

The City of Dawson will hereby issue a corporate credit card to the employee named below.

The named employee agrees to the following conditions regarding the use of this credit card:

1. That I have read and understand Schedule A of policy #13-xx regarding the use of credit cards issued by the City of Dawson.
2. That I agree to abide by the policies as set out for the use of municipal credit cards.
3. That any unauthorized or unsubstantiated invoice resulting from the use of a municipal credit card issued in my name shall be my responsibility.
4. That the municipality shall have the right to deduct the unauthorized or unsubstantiated amount from my next payroll issue if reimbursement for an unauthorized or unsubstantiated invoice is not made in a timely manner.

DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

WITNESS SIGNATURE _____