

COUNTY OF ST. PAUL #19

Policy Number

ADM-77

Title

Credit Card

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Date Approved

March 13, 2012

Policy

To streamline processes and improve efficiency in relation to the receipt of goods and services, payment to suppliers and to support staff who travel on behalf of the County. In addition, to establish conditions of use for those individuals in the County who have been authorized by Council to carry a County of St. Paul Credit Card.

Eligibility:

1. The Reeve and Chief Administrative Officer shall be authorized to carry a County credit card.
2. All other staff as determined by Council resolution annually shall be authorized to carry a County credit card.

Limits:

The total credit limit of all cards shall be approved by Council by Bylaw each year. Credit limits on individual credit cards should be determined by the anticipated monthly expenditure required by the position held within the County. Individual credit limits will be determined by the Chief Administrative Officer or designate, but the total limits will not exceed the approval determined by Bylaw.