

COUNTY OF ST. PAUL #19

Policy Number

ADM-77

Title

Credit Card

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Date Approved

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.

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Conditions of Use:

Cards are only to be used by the person whose name appears on the credit card.

The issue of a corporate credit card gives the cardholder authority to incur expenditure on a County Credit Card up to the limit of the card. All expenses incurred must be accompanied by transactional evidence to support all charges. These expenses should be attached to an expense claim sheet outlining the expense and appropriate charge for it.

All charges must be approved by the appropriate department head or the Chief Administrative Officer.

Under no circumstances should a corporate credit card be used for non-business expenditures. The County reserves the right to limit certain cardholders types of purchases.

Lost or stolen cards must be reported and cancelled immediately. Notification must be to the Chief Administrative Officer or designate and the Finance Officer.

Misuse of a corporate credit card may result in disciplinary action, reimbursement of ineligible expenses, the surrendering of the card and/or legal proceedings being initiated by the County.

Usage Guidelines

The Cardholder may place an order with a supplier:

- a. in person;
- b. by phone or fax;
- c. by mail; or
- d. via the internet only when the site has been confirmed secure.
 - i. The most common security symbol is the presence of a padlock usually located at the bottom of the screen.
 - ii. A valid security certificate showing a current end date can usually be accessed by double clicking on the padlock symbol.
 - iii. Another example may be the web address that commences with https. In this case the "s" suggests it is a secure site.
 - iv. If the site cannot be confirmed as secure the order/purchase must not proceed.

Corporate Credit Cards should only be used for business expenditures. Examples of appropriate uses for Corporate Credit Card would include:

- a. payment for goods/services
- b. deposits
- c. subscriptions for the County
- d. conference fees
- e. travel expenses where the staff member does not receive reimbursement of expenses
- f. general consumables
- g. official entertainment.

Inappropriate uses for credit card would include:

- a. private expenses;
- b. travel costs where the staff member has elected to receive reimbursement for actual costs or has elected to receive a per diem or specified travel advance;
- c. withdrawal of cash /cash advances;
- d. fuel purchases with the exception of County vehicles where the use of fuel cards is not available

Audit:

Audits of the cardholder purchases will occur on a monthly basis by Accounts Payable personnel to ensure all documentation and conditions of use are complied with. These cards will also be subject to external audit annually.

Termination of Employment:

Prior to departure or termination of duties with the County of St. Paul, the Cardholder must reconcile all expenditures on his/her card account since the last Statement.

The card must be surrendered upon termination of employment to their immediate supervisor or to the Chief Administrative Officer or designate.

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