

Policy:	<b>AD-014</b>
Coverage:	<b>Town of Trenton</b>
Council Approval:	February 13, 2018
Effective Date:	February 13, 2018

## **Corporate Credit Card Policy**

### **1. Purpose**

1.1. The use of credit and/or debit cards for the conduct of business is becoming more common. This policy sets out guidelines for the use of such cards by the Town of Trenton and its elected officials and employees in the conduct of Town business.

### **2. Scope**

2.1. This policy will apply to all elected officials of the Town, Citizen Appointees to committees, boards and agencies of the Town and to all employees of the Town.

### **3. References**

3.1. Subsection 23(4)(c) Nova Scotia Municipal Government Act, *RSNS 1998, c.18 (MGA)*

### **4. Definitions**

4.1. CAO means the Chief Administrative Officer for the Town of Trenton.

4.2. Officials and Employees means elected/appointed officials and all employees of the Town of Trenton.

### **5. Policy**

#### **5.1. Issue/Use of Corporate Credit/Debit Cards**

5.1.1. The Town will not issue or use debit cards for business transactions.

5.1.2. Other than as provided below, the Town will not issue or use corporate credit cards for business transactions.

5.1.3. For convenience, the Town will maintain a single corporate credit card in the name of the CAO. This card will have a credit limit not to exceed \$5,000, and will be retained in safekeeping at the Town Administrative Offices.

5.1.4. The use of the corporate Credit card is intended solely for convenience in processing of non-recurring transactions and where necessary due to vendor requirements. Ordinarily use of the corporate credit card will be limited to the following types of transactions:

5.1.4.1. Transactions with e-commerce vendors (such as Amazon);


5.1.4.2. Transactions with one-time vendors with whom the Town has no established credit facilities;

5.1.4.3. Guarantee of hotel/motel reservations for town Officials and Employees travelling on Town business;

- 5.1.4.4. Payment for "COD" orders where vendor does not accept cheques or where the payment amount is not known with sufficient lead time to allow processing of a cheque;
- 5.1.4.5. On-line travel booking (airfare, rail etc.).
- 5.1.5. The use of the corporate credit card shall not be used to circumvent procurement or other Town policies, including policies on Expenses (AD-001) and Hospitality Expenses (AD-013).
- 5.1.6. All transactions processed through the corporate credit card must be supported by supplier invoices and payment receipt.

**5.2. Administration**

- 5.2.1. Any transactions processed through the corporate credit card that are covered by the Town Expense Policy (AD-001) or Hospitality Expense Policy (AD-013) must be recorded on the appropriate Expense Report for public disclosure.
- 5.2.2. All Corporate credit card expense invoices must be signed by the person initiating the transaction and approved by the designated personnel prior to processing for payment. Expenses initiated by, or for the benefit of, employees except the CAO shall be approved by the employee's supervisor and the CAO. Expenses initiated by, or for the benefit of, the CAO shall be approved by the Mayor or his/her delegate. Expenses initiated by, or for the benefit of, elected or appointed officials shall be approved by the CAO.

<u>CAO Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days):	<u>January 29, 2018</u>
Date of Passage of Current Policy:	<u>February 13, 2018</u>
I certify that this Policy was adopted by Council as indicated above.	
CAO _____ 	<u>February 13, 2018</u> Date