

	POLICY TITLE: City of Greenwood Credit Card Use Policy	POLICY NO: 2024-12
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Administration
	EFFECTIVE DATE: October 15, 2024	MOTION: (217-24)
	SUPERSEDES:	

**1. Purpose**

To establish a policy and procedure for the use of the City of Greenwood’s corporate credit cards.

**2. Policy Statement**

The Corporation of the City of Greenwood issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The Municipal credit cards shall only be used for the purchase of goods and services for official business of the City of Greenwood. Credit cards shall be used only in warranted circumstances.

**3. Policy**

**3.1 Approval Authority**

- a. A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy. A credit card shall only be issued to a Councillor by resolution of Council at a Regular Council Meeting.
- b. The CAO shall present annually to the Committee of the Whole a listing of staff/councillors that hold credit cards (including limits) issued by the City of Greenwood. If any changes are approved for operational reasons the CAO shall report these changes to the next scheduled Committee of the Whole meeting.

**3.2 Authorized Credit Limit**

- a. In accordance with the financial limits set within the *City of Greenwood Policy 2024-10 Procurement Policy*, the CAO shall present a list of all individual card holders and limits to the Committee of the Whole.

**3.3 Allowable Purchases**

- a. The allowable purchase limits shall be within the individual’s purchasing authorities as outlined in the *City of Greenwood Policy 2024-10 Procurement Policy* and/or as authorized by the Chief Administrative Officer and as approved in the Municipality’s budgets.

**3.4 Loyalty or Reward Points**

- a. Loyalty points or rewards accrued or earned using a Municipal credit card shall accrue to the City of Greenwood.

- b. Loyalty points or rewards accrued to an employee that are not directly attributed to a Municipal credit card are excluded from this policy.
- c. Redemption of loyalty points or rewards accrued under a Municipal credit card is limited to business purposes.
- d. Employees are encouraged to use a Municipal credit card instead of a personal credit card for business expenses.
- e. Authorized uses of loyalty points or rewards may include:
  - i. offset to (reduction of) the cost of future work-related travel;
  - ii. door prizes for ratepayers' meetings;
  - iii. employee gifts or awards;
  - iv. prizes for Municipality's events; and
  - v. volunteer recognition in the local not-for-profit sector.
- f. Redemption of loyalty points or rewards shall be reported at the first Committee of the Whole meeting after the points or rewards were redeemed.
- g. Access to the Municipality's rewards account shall be limited to the Chief Administrative Officer or Corporate Officer.

### **3.5 Responsibility of Credit Cardholders**

- a. An employee/councillor shall be required to enter into a Cardholder Agreement presented as **Appendix A**.
- b. The employee/councillor shall ensure that all credit card purchases are compliant with the *City of Greenwood Policy 2024-10 Procurement Policy*.
- c. A credit card shall only be used by the employee/councillor to whom the card is issued.
- d. The employee/councillor issued the credit card is responsible for its protection and custody.
- e. The employee/councillor using the credit card must submit all receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.
- f. The above said receipts and documentation must be submitted to the Finance Clerk along with completed **Appendix B** form, in a timely manner to reconcile against the monthly credit card statement.
- g. A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Municipality's purchasing ordinance.
- h. Lost or stolen credit card shall be immediately reported to both the Financial Clerk and the Chief Administrative Officer.
- i. All authorized cardholders must immediately surrender their assigned credit card upon resolution of Council, or conclusion of employment, or term with the Municipality. The Municipality reserves the right to withhold the final payroll payout until the card is surrendered.

### **3.6 Non-Compliance**

- a. Violation of the policy may result in revocation of a credit card use privileges.
- b. Unauthorized use of a Municipal credit card may be subject to loss of credit card privileges and may be subject to disciplinary action for employees.
- c. An employee/councillor shall be required to reimburse the Municipality for all costs associated with improper use through direct payment and/or authorize payroll deduction for reimbursement of costs.

### 3.7 Internal Controls

- a. The Finance Clerk shall be responsible for:
  - i. Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
  - ii. Accounting and payment of expenses.
  - iii. Reconciliation of receipts and documentation to the monthly statements (See **Appendix B** for example).
  - iv. Presentation of the monthly credit cards statements to the Committee of the Whole.
  - v. Maintaining a record of loyalty points that accumulate on the Municipality's credit card account, and the applications of those points.
  - vi. Referring all non-authorized use of loyalty points or rewards to the Committee of the Whole for review, denial, or approval.

#### ***Sample Report to the Committee of the Whole***

<b>Position</b>	<b>Credit</b>
Chief Administrative Officer	\$10,000
Finance Clerk	\$5,000
<b>TOTAL</b>	<b>\$15,000</b>

**Appendix A**

**Credit Cardholder Agreement**

Requirements for use of the County Credit Card

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the City of Greenwood.
2. The credit card must be used in accordance with the provisions of the *Policy 2024-## City of Greenwood Credit Card Use Policy* established by the City of Greenwood, as attached hereto.

An employee/councillor must immediately surrender their assigned credit card upon resolution of Council, or conclusion of employment, or term with the Municipality. The Municipality reserves the right to withhold the final payroll payout until the card is surrendered.

*Violations of these requirements shall result in revocation of use privileges. Employees or Councillors found to have inappropriately used the credit card will be required to reimburse the City of Greenwood for all costs associated with such improper use through a direct payment and/or payroll deduction. The City of Greenwood will investigate and may commence, in appropriate cases, either disciplinary actions for employees, and/or legal action against any employee/councillor found to have misused the credit card or who violates the provisions of the cardholder agreement.*

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
*Name (Please Print)*

I acknowledge receipt of the attached *Policy 2024-## City of Greenwood Credit Card Use Policy* and agree to abide by said Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAO Approval: \_\_\_\_\_

Date: \_\_\_\_\_

*(Below, for Finance Department Use Only)*

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

