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**Procedure Title:** Credit Card  
**Policy:** 1300-01  
**Adopted:** December 13, 2011  
**Amended:**

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## **POLICY STATEMENT:**

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

## **GUIDELINES AND PROCEDURES:**

- The Chief Administrative Officer is the administrator of this policy and shall be responsible for all charges against the municipal credit card
- The Chief Administrative Officer and the appointed alternative shall be the only authorized users of the municipal credit card
- A Councillor shall countersign all Credit Card Purchase Orders
- The Municipal Credit Card shall be used for the purchase of goods or services for only official business of the Village of Mannville
- The Credit Card shall have a \$10,000 credit limit
- The Credit Card may not be used for cash advances, personal use or any other type of activity not permitted under any Village of Mannville purchasing policies
- Upon use of the credit card, a Purchase Order (PO) detailing the transaction, including cost, date of the purchase and the official business explanation thereof must be completed and signed by the user
- A Councillor shall countersign the PO to acknowledge the transaction within 48 hours
- The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 30 days of the initial statement date
- The Chief Administrative Officer shall report the loss or theft of the credit card to the issuing financial institution immediately and to Council at the next scheduled council meeting
- Any employee found guilty of illegal or unauthorized use of the municipal credit card may be subject to penalties allowed by law and to disciplinary action(s) under the Village of Mannville Personnel Policies up to and including termination