

<b>VULCAN COUNTY POLICY NO. 12-2205</b>		<b>Corporate Credit Card Policy</b>	
Effective: April 4, 2001		Last Reviewed: July 19, 2023	
Cross Reference: MTN 2001-04-32	MTN 2004-04-17	MTN 2013-10-06	MTN 2013-12-10
MTN 2005-09-47	MTN 2010-08-60	MTN 2016-01-09	CC 2018-10-03-16
MTN 2010-11-22	MTN 2011-03-36	CC 2020-03-11-14	CC 2021-09-01-19
		CC 2022-12-07-14	CC 2023-07-19-12
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## **CORPORATE CREDIT CARD POLICY**

### **PURPOSE**

Vulcan County deems it prudent to obtain and govern the use of Corporate Credit Cards.

### **PROCEDURE**

1. The following individuals shall be issued a Vulcan County Corporate credit card to be used as set out in this policy:

<b>Position</b>	<b>Credit Card Limit</b>
Reeve	\$5,000
Chief Administrative Officer (CAO)	\$3,000
Manager of Legislative Services or Legislative Clerk	\$10,000
Director of Corporate Services	\$5,000
Director of Protective Services	\$5,000
Director of Operations	\$5,000
Director of Agricultural Services	\$5,000
Manager of Development Service	\$3,000
Manager of Information Services	\$5,000
Manager of Financial Services	\$3,000
Manager of Engineering	\$3,000
Shop Foreman	\$3,000

2. In addition to the Credit Card Limits outlined above, there is also a contingency allocation of up to \$10,000 that may be temporarily transferred to one or more of the cardholders as required for operations and approved by the CAO.
3. The Vulcan County corporate credit cards can be used only for those items set out below and only upon appropriate authorization:
  - Conference/seminar/workshop accommodation & travel.
  - Subsistence (alcohol excluded) for conferences, seminar/workshops and training.
  - Purchase of supplies only where purchase orders will not be accepted.
  - County vehicle expenses for emergency or unexpected situations only.

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4. All credit card receipts must be retained and submitted to the cardholder's supervisor or the CAO for review and approval, then to Accounts Payable. In the case of the CAO, receipts must be submitted to the Reeve for review and approval. Those holding a credit card will be required to review, note any errors and sign the monthly statement prior to payment being issued by Accounts Payable.
5. The County's Audit Committee may review and inspect Vulcan County Corporate Credit Card statements and documents as required.
6. Purchases for purposes other than Vulcan County business is strictly prohibited.
7. All unauthorized purchases or purchases outside the scope of this policy and not subsequently approved will be the card holder's financial responsibility.
8. In emergency situations, the CAO and Director of Corporate Services are authorized to adjust credit limits for individual cards if required to manage the emergency provided that total credit does not exceed the amount specified in the County's Borrowing Operating Bylaw. Once the emergency has ended, credit limits are to be returned to the amounts stated in this policy.
9. Misuse of the Vulcan County corporate credit card may result in dismissal.