



**MUNICIPALITY OF THE COUNTY OF RICHMOND
CREDIT CARD POLICY**

Policy Review Notification: March 26, 2018

Policy Review Date: March 26, 2018

Approved by Council: April 23, 2018

**I certify this to be a true copy of the Credit Card Policy as adopted by the
Municipal Council of Richmond County at a Public Meeting held**

**Yvonne Boudreau
Municipal Clerk**

a) General

This section outlines the procedure for the use of the corporate purchasing card for the Purchase of items not exceeding \$5,000.00, exclusive of tax.

The Municipality will only have one credit card (assigned to the CFO), and the card is designed for the Purchase of small dollar necessary items in an efficient manner and with minimal administrative work. The general criteria for using the municipal credit card are as follows:

- i. \$5,000.00 (excluding taxes) or less per transaction up to a maximum limit of (Council approval needed for a Credit Card limit increase);
- ii. Larger purchases **MUST NOT** be broken down into smaller purchases in order to meet the transaction limit set out at paragraph;
- iii. The cardholder shall obtain a receipt at the point of sale and verify it for accuracy. The cardholder shall retain receipts and charge slips and record on log for tax and audit purposes;

The CFO is authorized to distribute the credit card to a Department Head subject to a sign out procedure.

- iv. Some vendors have been “blocked” from usage in the program. If the card is presented to any of these vendors, the transaction will be declined;
- v. the cardholder (or designated user) is required to account for all purchasing card transactions on a sign out sheet provided by the Municipality for this purpose. Each

month, the sheet and receipts are to be submitted to the CAO for review and posted on the municipal website on a monthly basis;

- vi. although the card is issued in the cardholder's name, it is the property of the Municipality and is for Municipal purchases only. Under no circumstances may the purchasing card be used for personal purchases;

b) Program Responsibility

- i. Accounts Payable is responsible for reconciliation and preparing for approval the purchasing card statement for payment.
- ii. The cardholder:
 - must ensure the corporate purchasing card is signed upon receipt.
 - is responsible to notify the Bank IMMEDIATELY if the purchasing card is lost or stolen.
 - is responsible to contact the Bank when disputing a charge by contacting the Customer Service at the number noted on the purchasing card.
 - must retain all receipts and credit card slips to attach to the sign out sheet which must be submitted monthly, within 2 weeks of receipt of the cardholder statement.

Failure to adhere to these requirements may result in loss of corporate card privileges.

c) Protecting the Corporate Card

The cardholder must:

- i. Never leave the card unattended at work, and never leave the card in a vehicle. The credit card shall be kept in a secure designated area.
- ii. Always check the card when it is returned after a Purchase.
- iii. Report lost or stolen card immediately
- iv. This program is designed to be simple and easy to use providing the Municipality with an efficient way to do timely, small dollar transactions. However, there is a need to maintain appropriate controls to ensure the on-going success of the program.
- v. The Cardholder is expected to exercise good judgment and act responsibly when using the card. The Cardholder must maintain a Purchasing Card transaction log accurately and always retain receipts with the log for audit and tax purposes.