



Title: Credit Card Policy

Approved by Council

Date: May 26, 2026

Policy Review Notification

Date: May 6, 2026

Policy Review

Date: May 12, 2026

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 on May 26, 2026.

Shelley David, Municipal Clerk

1. Purpose

- 1.1. This Policy outlines the procedure for using the Municipality of the County of Richmond (MOCR) corporate credit card for purchases, within the Council-established credit limit, in situations where vendor invoicing is unavailable.
- 1.2. Use of the credit card is intended to support operational efficiency and does not replace standard purchasing, tendering, or approval processes where those processes are required.

2. Scope

- 2.1. This policy applies to all MOCR employees who are authorized to use the corporate credit card under the approved sign-out procedure.

3. Roles and Responsibilities

- 3.1. Municipal Council will be responsible for reviewing, amending, and adopting the Credit Card Policy.
- 3.2. The CAO will be responsible for implementing and administering this Policy.
- 3.3. The Finance Department is responsible for providing guidance on the application of this Policy, monitoring corporate credit card transactions for compliance, reconciling statements, processing payments, and reporting any irregularities or misuse to the CAO.



4. Corporate Credit Card, Credit Limit, and Transaction Control

4.1. Card Assignment and Credit Limit

- a) MOCR will only have one credit card assigned to the Chief Administrative Officer (CAO).
- b) The CAO is authorized to distribute the credit card to Department Heads through the credit card sign-out procedure.
- c) The credit card limit is \$20,000. Council approval is needed for a Credit Card limit increase.

4.2. Credit Card Reward Points

- a) Staff will advise Council of the reward point balance and cash value annually on the first Regular Council meeting in April.
- b) Council will direct Staff as to how they wish to proceed with the redemption for gift cards or cash back.

4.3. Purchasing Requirements

- a) Vendor invoicing must be used when available.
- b) Purchases must follow the MOCR Purchasing and Tendering Policy. This includes purchase order approval by the CAO for any purchase of 1,500 dollars or more.
- c) Larger purchases must not be broken down into smaller purchases in order to meet the transaction limit.

4.4. Cardholder Oversight and Controls

- a) The cardholder (or designated user) must:
 - i. Account for all credit card transactions on the MOCR sign-out sheet and must obtain, verify, and keep all receipts, charge slips, and the transaction log for tax and audit purposes.
 - ii. Notify the Bank immediately if the corporate credit card is lost, stolen, or compromised.
 - iii. Contact the Bank to dispute any charges using the customer service contact information provided with the corporate credit card.



4.5. Credit Card Security and Protection

- a) The credit card must be stored in a designated secure, locked location when not signed out.
- b) When signed out, the credit card must never be left unattended, including in vehicles, unlocked desks, or unsecure areas.
- c) The credit card must be signed in upon return following a purchase.

5. Prohibited Use

5.1. The corporate credit card shall **not** be used for:

- a) Personal purchases
- b) Travel advances
- c) Cash advances
- d) Reimbursement for interest incurred on the corporate credit card.

6. Compliance

6.1. Failure to adhere to the Policy requirements may result in loss of corporate card privileges.

7. Public Reporting

7.1. Credit card statements and supporting receipts shall be posted monthly on the Richmond County website.

8. Related Documents

- 8.1. Purchasing and Tendering Policy
- 8.2. Travel and Expense Policy

9. Policy Review/Amendments

Date of Review	Approved/Amended by Council
May 12, 2026	May 26, 2026