



# DRUMHELLER

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## ADMINISTRATION POLICY

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### ADMINISTRATION POLICY #A –1-01

#### CORPORATE CREDIT CARD USE POLICY

##### THE PURPOSE OF THIS POLICY IS TO:

To ensure that the corporate credit card is accessed and used for legitimate corporate purposes.

##### POLICY STATEMENT:

The Town of Drumheller shall have two corporate credit cards. One card shall remain in the charge of the Director of Finance and the other shall be the responsibility of the Chief Administrative Officer. Both cards are to be used for Town purposes only.

The corporate credit cards are to be used for purchases that can not or do not fall under the normal purchasing processes of the Town. The use of the cards is not to be a substitute for current purchasing practices and procedures.

The Director of Finance's card may be used for purchases including but not limited to:

1. Purchases from new vendors who request credit history for account setup.
2. Purchases from vendors used one-time for unique or hard to locate items.
3. Emergencies.
4. Course registration via telephone, internet or fax.
5. Authorization for out of town accommodations for conferences, courses, or business meetings.

The Chief Administrative Officer's card shall be used primarily for but not limited to:

1. Course registration via telephone, internet or fax.
2. Authorization for out of town accommodations for conferences, courses, or business meetings.
3. Emergencies.

No card shall be used for :

1. Expenses incurred at conferences, out of town meetings, seminars, except for pre-authorized accommodations.
2. Personal use.

Users must advise the Director of Finance, by memo, of purchase details, account number the purchase is to be charged to and department authorization of purchase within 24 hours of purchase.

The Director of Finance shall monitor the cards' balance, so that purchases do not exceed the pre-authorized spending limits.

Misuse of a corporate credit card and non-compliance with this policy may result in termination of use for person(s) & department(s), disciplinary action; repayment of incurred charges from employees and/or cancellation of the corporate credit card in question.

Adopted by Administration

Date: March 6, 2001



Chief Administrative Officer