

Credit Card Usage Policy & Procedure
Policy 33-2022

Effective Date: Sept 21/22

Date of the last revision:

Policy

The Town of Birch Hills may acquire a credit card for certain employees for use in their job-related tasks. Use of this credit card is a privilege, the Town of Birch Hills may withdraw in the event of serious or repeated abuse.

Any credit card that the Town of Birch Hills acquires is used for **work related tasks only**. Employees are **not permitted** to use the company credit card for personal use or any cash advances.

Procedure(s)

Eligibility

- The Chief Administrative Officer (CAO) and Assistant Administrator has access to the Town of Birch Hills credit card.
- The Chief Administrative Officer and Assistant Administrator monitors the credit card usage (monthly card statement reconciliation).

Conditions of Use

- The CAO may use the credit card for work related tasks only.
- All receipts must be maintained by the CAO and Assistant Administrator.
- Payment for credit card transactions are approved through resolution of Council.
- The CAO must report to Council should the credit card be lost or stolen.

