



CREDIT CARD POLICY	Department: Governance	Policy Source: Governance
	Authorized by: Council	Date: October 17, 2019 Date Revised: Date Effective: October 17, 2019 Date to be Reviewed: November 2024

POLICY: The Village of Alliance may issue Municipal Credit Cards to its Elected Officials, Chief Administrative Officer and Public Works Foreman as a means for them to pay for expenditures incurred on behalf of the Municipality when petty cash and cheque are not a payment option.

PURPOSE: Purpose of the policy is to establish a written policy, approved by council, to govern to whom and how the Village Credit Card is to be used.

PROCEDURES:

1. The Village of Alliance will make available the use of a Credit Card (hereinafter referred to as Village Mastercard to each of the following:
 - a. Chief Administrative Officer
 - b. Mayor
 - c. Public Works Foreman
2. Each of these individuals must sign a Cardholder Acknowledgment and Responsibilities Agreement. This agreement is attached as schedule "A" and shall be part of this policy.
3. The Village Mastercard shall not be used for cash advances.
4. The Village Mastercard shall be used for Village related business expenses only. No personal charges will be accepted. There will be absolutely no exceptions.
5. Any person using the Village Mastercard shall submit receipts immediately after use to the Village Office.
6. Mastercards may be issued on a temporary basis and recovered afterwards
7. Each person shall be personally liable for any unauthorized transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

Mayor

Interim Chief Administrative Officer