

CREDIT CARD POLICY

Subject: Credit Control

Ref: Finance

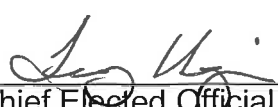
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Date Approved: February 13, 2024 Motion No: 077/13/02/24 Replaces: 464/14/12/21


The County of Northern Lights believes in establishing
a convenient, efficient and cost-effective method
of purchasing goods and services.

The County of Northern Lights will
provide a credit card to authorized staff members to be used for purchases
of goods and services for the municipality.

Signed: _____


Chief Elected Official

Signed: _____


Chief Administrative Officer

Procedure

1. The County will only obtain credit cards from the financial banking institution in which they have established their main account.
2. Credit cards will be issued in the name of the actual cardholders. Currently, cards have been issued for the Chief Administrative Officer (CAO), the Director of Finance (DOF), North and South Leadhands, Utilities Supervisor, and Capital/Operational Projects Supervisor. An additional card may be authorized for the Director of Public Works (DPW) position, where it is filled through a full time permanent employee.
3. The cardholder may use the card to pay for lodging, business meals, fuel, airline tickets, car rentals, and any other goods and services required for County business. Pre-approvals shall not be required for purchases on the credit card.
4. The cardholder is responsible for the security of the purchases. The cardholder shall provide itemized receipts for each purchase attached to a copy of the monthly reconciliation.
5. If the cardholder cannot provide a receipt, they shall be responsible for reimbursement of that expense to the County .
6. No personal purchases may be made with the card.
7. In the event of willful or negligent default of the obligations of the cardholder, the County shall take recovery action as deemed appropriate and that is permitted by law.
8. The cardholder shall return the card upon request from Council or upon termination of employment with the County.