



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C56
SECTION: COUNCIL POLICY	POLICY TITLE: CREDIT CARD POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for the proper and responsible use of the Municipality of Argyle credit cards by employees and elected officials of the municipality. The intent is to ensure that all expenditures are made in accordance with the municipality's budget, legislative requirements, and best practices for fiscal responsibility.

2 SCOPE

This policy applies to all municipal employees and elected officials who are issued a municipal credit card for work-related purposes.

3. AUTHORIZED USE

3.1 Municipal credit cards are to be used exclusively for approved, legitimate municipal business expenses. These may include, but are not limited to:

- a) Travel-related expenses (e.g., airfare, lodging, meals)
- b) Conference and seminar expenses
- c) Office supplies and equipment for municipal functions
- d) Professional development courses and certifications
- e) Emergency services and essential purchases required for municipal operations

3.2 All transactions must be in compliance with the municipality's approved budget.

4. UNAUTHORIZED USE

4.1 The following uses of the government card are prohibited:

- a) Personal purchases or expenses
- b) All other purposes not specifically authorized in section 3 above.
- c) Alcohol (unless part of an approved business event) or Cannabis
- d) Cash Advances
- e) Eligible transactions that do not conform to the purchase order guidelines in our procurement policy. (ie pre-authorization required but missing).

5. CARDHOLDER ROLES AND RESPONSIBILITIES

- a) **Accountability:**
 - i) The security of their card, the privacy of the credit card and the card number;



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- ii) The Credit card should not be used by anyone other than the cardholder;
- iii) The use of the card in accordance with the guidelines in this document and other related policies and procedures;
- iv) Upon request of a credit card, the cardholder shall be required to sign a Cardholder Agreement, as set out in Appendix A.

b) Receipts and Documentation:

Cardholders must retain and submit itemized receipts for all purchases made with the municipal credit card, along with a brief description of the purpose of the expenditure. Receipts should be submitted to the Finance Department **promptly** after the transaction has been made. Receipts still missing after one month of the transaction, if it becomes a regular occurrence, may result in the transaction being denied for business purposes, by the Director of Finance.

c) Loss or Stolen cards:

In the event of a lost or stolen card, the cardholder must immediately report the incident to the credit card provider and the Director of Finance.

d) Return of Cards:

Upon termination of employment or reassignment, cardholders must return the municipal credit card to the Director of Finance immediately.

6. FINANCE DEPARTMENT ROLES AND RESPONSIBILITIES

- a) Complete a monthly reconciliation and audit, ensuring that all expenditures are accurately reported, documented, and justified in accordance with this policy;
- b) Maintain a master list of all cards and limits;
- c) Maintain all original cardholder agreements;
- d) Ensure monthly statements are paid in a timely manner;
- e) Monitor employee activities;



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- f) overall administration of the credit card program.

7. FRAUD, MISUSE OR MISAPPROPRIATION OF MUNICIPAL CREDIT CARDS

- 7.1** Fraudulent irregularity, misuse or misappropriation of municipal credit cards may result in disciplinary action up to and including termination of employment.
- 7.2** Suspicious activity and potential misuse of credit cards must be reported to the CAO immediately. If suspicious activity involves the CAO, report to the Warden.

8. Review and Audit

- 8.1** The municipality reserves the right to conduct periodic audits and reviews of credit card usage. All transactions may be subject to audit, and cardholders must be prepared to provide supporting documentation when requested. Any misuse of the government card may result in disciplinary action, including revocation of card privileges and potential termination.



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Appendix A – Cardholder Agreement

Employee Acknowledgement of Responsibilities and Obligations Form

The Municipality of the District of Argyle is pleased to present you with a credit card. It represents the Municipality's trust in you and your empowerment as a responsible employee of the Municipality to safeguard and protect the Municipality's assets.

I, _____, hereby acknowledge receipt of a Municipality of the District of Argyle credit card.

As a cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of the Credit Card Policy. I acknowledge receipt of the Credit Card Policy and confirm that I have read and understand its terms and conditions. I understand the Municipality is liable to the Bank for all charges made by me.

As the cardholder of this credit card, I agree to accept responsibility for the protection and proper use of this credit card as outlined in the Credit Card Policy. I understand that the Municipality may audit the use of credit card at any time. I also understand that I cannot use the credit card for restricted uses listed in the Credit Card Policy.

I further understand that improper use of this credit card may result in disciplinary action up to and including termination of employment. Should I fail to use the credit card properly, I authorize the Municipality to deduct from my salary or from any other amounts payable to me, an amount equal to the total of improper purchases. I also agree to allow the Municipality to collect any amounts owed by me even if the Municipality no longer employs me. If the Municipality is required to initiate legal proceedings to recover amounts owed by me under this agreement, I agree to pay legal fees incurred by the Municipality in such proceedings.

I understand that the Municipality may terminate my right to use this credit card at any time for any reason. I agree to return the credit card to the Municipality's Director of Finance immediately upon request or upon termination of my employment.

Cardholder Printed Name: _____

Cardholder Signature: _____ Date: _____



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	
Date of Notice to Council Members of Intent to Consider – Amendment	
Date of Passage of Current Policy - Amended	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date