

Mountain View Regional Waste Management Commission

	Policy No: 32-16
Policy Title: Credit Cards	Effective Dates: December 19, 2016
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PURPOSE:

To provide guidelines, responsibilities and limitations for authorized Mountain View Regional Waste Management Commission employees who have been issued a credit card.

DEFINITIONS

1. "Authorized user(s)" means any employee who has completed a credit card agreement form (appended) and who has been issued a Corporate Visa.
2. "Credit Card(s)" means a corporate credit card issued by the Mountain View Regional Waste Management Commissions' current financial institution that includes both the Mountain View Regional Waste Management Commissions and the authorized user's name.
3. "Supervisor" means the employee's direct supervisor, as named in the employee's job description.

SCOPE

1. This policy applies to all authorized users, per the definition above.
2. An inventory of authorized users and credit limits is to be maintained by the CAO.

MANAGEMENT RESPONSIBILITIES

1. The CAO shall be responsible for ensuring that Mountain View Regional Waste Management Commission authorized users adhere to this policy.
2. The CAO or his/her designate shall be responsible for administering all credit cards, including approval, issue, account administration, credit limits, replacement, cancellation and destruction.

STANDARDS

1. Authorized users are solely responsible for the credit cards issued to them and shall report any lost or stolen credit cards immediately to the CAO.
2. Credit cards shall only be used for the purchase of approved and budgeted items, and are not for personal use. Examples of appropriate uses for Corporate Credit Cards include:
 - a. Payment for goods/services in full or part supply;
 - b. Deposits;
 - c. Subscriptions;
 - d. Conference fees (Travel must be approved prior to expenses being incurred);
 - e. General consumables other than stationery and office supplies;
 - f. Official entertainment.

Liquor is not an expense that can be put on Corporate Credit Cards.

3. The CAO is the sole authority for approving the issue of Mountain View Regional Waste Management Commission credit cards and for setting or changing credit limits.
4. Credit limits shall not exceed \$5,000 for any credit card.
5. Accounts payable shall pay the entire outstanding balance on all credit cards each month, unless otherwise advised by the CAO.
6. All credit card charges noted on the statement shall be backed up by the original receipts and/or supporting documentation. In the event of a missing receipt, the authorized user shall complete a purchase order for the purchase, signed by both the authorized user and his/her supervisor.
7. Every authorized user shall code and complete a credit card monthly expense form attaching the receipts (noted in #6) and a copy of the statement. Once the completed form has been signed by the authorized user's supervisor, it shall be forwarded to Accounts Payable for processing.

	DATE:	RESOLUTION
APPROVED	December 19, 2016	#247-16
RESCINDED		

Credit Card Agreement

Mountain View Regional Waste Management Commission **Policy #**

Name of Employee _____

Credit Card: Visa™ Other _____

Card Number _____ Expiry Date _____

Date Assigned _____

I, the undersigned, have read and understand Mountain View Regional Waste Management Commission **Policy #** and agree to comply with the terms and conditions contained in the document.

Employee Signature

Date

Name of Supervisor / Manager / Director

Signature of Supervisor / Manager / Director

Date

OFFICE USE ONLY

Date Returned _____

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