SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY

Credit Card Policy

Approved November 9th 2021

PURPOSE

To set parameters, identify accountability and establish a protocol for budgetary transactions made on behalf of Summer Village of Sunset Point by approved credit card holders using municipal issued credit cards. The policy objectives for the credit card system are to:

    a. Simplify travel arrangements;
    b. Facilitate record keeping;
    c. Eliminate those travelling on municipal business from having to utilize their own personal funds;

Provide a means of payment when purchase orders or invoicing protocol cannot be facilitated, including but not limited to registration fees, internet purchases and payments to one-time vendors

SCOPE

The Card Holder shall:

1. In all cases obtain and retain sufficient supporting documentation to validate the expense or shall in lieu a Statutory Declaration Form as provided by Summer Village of Sunset Point, confirming the description of the goods and services and that the goods and services were received.

2. All Credit Card purchases shall be paid in full at the end of the calender month.

3. Immediately notify the financial institution and the Finance Manager of Corporate Services if:
    a. The card if lost or stolen;
    b. Any unauthorized transactions are detected or suspected

Online Purchases
1. Only make online purchases on trusted secure websites

2. Only make online purchases from Village Issued equipment
3. Ensure your Anti-virus and Anti-spyware has the most recent updates
4. If you are using an online store you are unfamiliar with check with the Better Business Bureau
5. Print your online receipts immediately

The Cardholder Shall Not:

1. Exceed the maximum credit limit set for their card;
2. Obtain cash advances from the Municipal Credit Card;
3. Use the card for any personal purchases;
4. Claim double allowances (i.e. request reimbursement for an expense already paid by the card or personal reimbursement.