

**USE OF PROCUREMENT CARDS / CREDIT CARDS POLICY**  
**Council Policy No. 35/20**

GENERAL CONDITIONS:

1. All purchases are to be in compliance with the City Purchasing and Tendering Policy and Procedures.
2. Procurement Cards and / or Credit Cards are intended to facilitate the purchase and payment of goods and services required for the conduct of City and City authorized business. ***Procurement Cards and / or Credit Cards may not be used for personal purchase unless pre-authorization has been granted by the Chief Administrative Officer, Acting Chief Administrative Officer, General Managers, or Director of Finance. In the event that pre-authorization cannot be obtained, the card may be used for emergency or extenuating circumstances (such as unexpected medical expenses, travel expenses).***
3. All purchasing instruments must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. Surrender of the purchasing instruments, may also be required for reorganization, work stoppage or potential work stoppage.
4. Purchasing instruments will be maintained with appropriate security and if stolen or lost, the Director of Finance is to be notified immediately.

PROCUREMENT CARD / CREDIT CARD:

5. The Procurement Card and / or Credit Card will be issued in the City's name and the holder's name. The holder is responsible for delegating its use and reconciling transactions against it.
6. The holder of a Procurement Card and / or Credit Card will setup online access in order to review their transactions and to print out their monthly statements by the 30<sup>th</sup> each month. The holder will resolve any and all discrepancies.
7. The card holder is responsible for attaching all their receipts (tape onto 8 ½ x 11 sheets of paper when necessary), coding their receipts with the appropriate account code, providing a description as to why the purchase was necessary, sign/initial their receipts and submit their statement and receipts to their direct supervisor for authorization prior to submitting the statement to Finance for payment.
8. All charges will be billed directly to and paid directly by the City.

I have read and understand all of the above directions and acknowledge that unauthorized use of any City Purchasing Instruments may result in the termination of my employment.

Employee's Signature \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Director of Finance \_\_\_\_\_

Date \_\_\_\_\_