

POLICY 26-01		CORPORATE CREDIT CARD	
DATE OF ADOPTION:	February 17, 2026	MOTION NUMBER:	#26/02/15
DATE OF AMENDMENT:		DEPARTMENT:	Corporate Services

## PURPOSE

To establish guidelines for the control and use of Corporate Credit Cards for Town of Vermilion business purposes.

## DEFINITIONS

**Administration** is the administrative Employees of the Town of Vermilion.

**CAO** is the Chief Administrative Officer for the Town of Vermilion.

**Cardholder** is the person who has been issued a Corporate Credit Card.

**Cardholder Agreement** is a document that details the Cardholder's responsibilities and is signed by a Cardholder prior to taking possession of the Corporate Credit Card.

**Corporate Credit Card** is a credit card provided by a recognized financial institution imprinted with the Cardholder's name, Town of Vermilion, credit card number, and validity period.

**Finance** is the administrative Employees of the Town of Vermilion in the Corporate Services Department.

**Itemized Transaction Receipts** is detailed itemized listing of individual products and services purchased which must include the item description, unit price, subtotal, taxes and extended total.

**Legitimate Business Expense** is an authorized expense incurred to acquire goods or services necessary for the provision of municipal services.

**Supervisor** is the person who directly oversees an Employee.

**Town** is the Town of Vermilion in the Province of Alberta.

**Town Business** is professional services rendered for or on behalf of the Town of Vermilion.

## SCOPE

This policy applies to employees who have been issued a Corporate Credit Card and their respective Supervisor.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS & IMPLEMENTATION	Chief Administrative Officer

## GUIDING PRINCIPLES

### Responsibilities

- 1) Cardholder
  - a) Sign and adhere to a Cardholder Agreement.
  - b) Maintain detailed records for all transactions (Itemized Transaction Receipts).
  - c) Ensure all Itemized Transaction Receipts and other supporting documentation is submitted to Finance within specified deadlines.
- 2) Finance
  - a) The overall administration and compliance monitoring of this Policy.
  - b) Develop and provide procedures and forms necessary to administer this Policy.
  - c) Process Corporate Credit Card payments as required by the issuing financial institution.

### Corporate Credit Card Usage and Limits

- 3) Corporate Credit Cards may be used for Legitimate Business Expenses while conducting Town business.
  - a) The Corporate Credit Card shall not be used for cash advances.
  - b) Alcohol is considered a personal expense and not permitted to be placed on a Corporate Credit Card unless an exception has been pre-approved in writing by the CAO or if hosting dignitaries.

- c) Food or non-alcoholic beverage expenses shall only be placed on a Corporate Credit Card if it is considered a Legitimate Business Expense. The Cardholder shall write the purpose of the meal and who attended the meal on the Itemized Transaction Receipts and supporting documentation.
- d) Tipping shall not exceed 20%.
- 4) The Corporate Credit Card shall only be used by the Cardholder to whom the card is issued.
- 5) All expenditures shall correspond to an approved budget item and shall be charged to the appropriate general ledger account.
- 6) The Cardholder must be responsible for the physical and virtual protection and custody of the card. Lost or stolen cards must be reported to Finance as soon as discovered.
- 7) When one expense is incurred for several members of Administration, it should be paid for by the most senior staff member in attendance.
- 8) All Corporate Credit Card limits shall be set per the attached Schedule A.
  - a) Limits may be temporarily extended on a case-by-case basis if approved in writing by the Finance Manager or Director of Corporate Services.

#### **Card Issuance**

- 9) Finance will assess the need for Corporate Credit Cards within the organization and all new applications for cards shall be approved by both Finance and the CAO.
- 10) All Corporate Credit Card applications shall be processed by Finance.
- 11) When the expiration date is passed and a new credit card has been received, Cardholders must return their expired card to the Finance Manager to be properly disposed of.

#### **Card Deactivation**

- 12) When a Cardholder is on a leave of absence for an extended period, their card will be deactivated for the term of the leave.
- 13) When a Cardholder's employment with the Town ends, their card will be deactivated prior to their last day of employment.
- 14) A Corporate Credit Card may be deactivated at any time at the request of the CAO.
- 15) When a card is deactivated, it shall be immediately destroyed.

#### **Audit**

- 16) Finance shall routinely select transactions for further audit and review as a control to mitigate risk of error or fraud to the Town.
- 17) Cardholders may be audited at any time and must provide requested information during an audit.

## Compliance

- 18) Incidents of non-compliance or contravention of this Policy shall be tracked and communicated to the Cardholder's direct supervisor.
- 19) Cardholders in violation of this Policy may have their Corporate Credit Card privileges revoked and disciplinary action taken.
- 20) Cardholders who charge personal expenses, ineligible or non-compliant expenses on their card shall be invoiced for payment back to the Town.

Schedule "A"

Corporate Credit Card Limits

Position	Card Limit
Chief Administrative Officer	\$20,000
Director	\$8,000
Manager, Supervisor, Foreman, Economic Development Officer	\$5,000
Executive Assistant to the CAO	\$2,500