



# qathet REGIONAL DISTRICT

**SECTION 3                      FINANCIAL POLICIES**

**POLICY                              3.5**

**SUBJECT                            CREDIT CARD USE**

**ADOPTED                         APRIL 27, 2000**

**UPDATED                         OCTOBER 29, 2020**

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**POLICY STATEMENT**

Employees shall be given access to a credit card when authorized to initiate purchases under qathet Regional District Bylaw 454 (Purchasing Authority) and where the nature of their job requires such use.

Credit cards may only be used for qathet Regional District expenses and may not be used for expenses of a personal nature.

**PURPOSE**

The purpose of this Statement of Policy and Procedure is to ensure that credit cards are used for appropriate purposes and that adequate controls are established for day-to-day use.

**SCOPE**

This policy applies to all employees who maintain a credit card for qathet Regional District use.

**RESPONSIBILITY**

Individuals holding credit cards are responsible for:

- Using the cards only for their intended purpose.
- Retaining receipts and providing explanations for all credit card transactions.
- Ensuring credit card purchases are done in line with qathet Regional District Bylaw 454.
- Restricting access to credit card and credit card information.
- Submitting credit card statements and receipts on a timely basis to avoid late payment charges.

The Finance Department is responsible for:

- Reviewing credit card transactions for proper authorization prior to payment.
- Processing payments for credit card invoices on a timely basis to avoid late payment charges.
- Arranging credit or transaction-level limits for individual cards.

#### **PROCEDURES**

1. Use of Credit Cards:

- a) Credit cards are to be used for company purchases only.
- b) Cards will be issued in the names of specific employees. Only the employee named on the credit card is authorized to use it.
- c) Employees must retain receipts and note the purpose of the expense and expense account code on each receipt.
- d) Use of company credit cards for personal expenses may result in disciplinary action.

2. Credit Card Invoicing, Authorization and Payment:

- a) The employee shall submit a monthly reconciliation of credit card purchases.
- b) The employee must submit the monthly reconciliation which includes:
  - the credit card statement;
  - transaction receipts; and
  - expense account coding.
- c) Charges for items where the receipt has been misplaced must be explained and authorized by a second purchasing authority who must initial the specific charge and indicate “receipt missing” beside it.
- d) The monthly reconciliation shall be forwarded to the Finance Department for payment within 5 business days of receiving the monthly statement in order to avoid late payment charges.
- e) The Finance Department shall verify the authorization and schedule the payment according to the terms of the credit card contract, and so as to avoid unnecessary late payment charges.