

Section/Number: Financial Administration – 007	Approval Date: (DD/MM/YY)
Subject: Credit Card Usage	Amendment Dates:
<p>Policy</p> <p>Authorized personnel may use the Community Government credit card to pay for approved expenses.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Use of the company credit card will only be authorized by the Senior Administrative Officer (SAO) and the Finance Manager. 2. Credit card payments must always be accompanied by a payment authority document. 3. Credit Cards shall not be used for personal use. <ol style="list-style-type: none"> 3.1. In the event of personal charges inadvertently being applied, the user must report this immediately to the Finance Officer. 4. The Finance Officer will monitor purchases and ensure that credit limits have not been exceeded. 5. Use of the company credit card for travel will be authorized once a written quote, including the following, is received: <ul style="list-style-type: none"> • purpose of travel • arrival and departure dates • persons traveling • costs per person • hotel, airline and other approved expenses • total cost including applicable GST. 6. Upon completion of travel, the original invoices from the airline, accommodations and other expenses will be presented to the Finance Officer. 7. If the Finance Officer does not receive the proper documentation to facilitate payment of the credit card expenditures, the company credit card privileges may immediately be suspended. 	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	