

<i>COUNTY OF WETASKIWIN NO. 10</i> Municipal Policy & Procedures Manual	FUNCTION: 1000 GENERAL GOVERNMENT SERVICES
	SECTION: 1800 FINANCIAL MANAGEMENT

CORPORATE CREDIT CARD POLICY #1806

POLICY STATEMENT

The County of Wetaskiwin recognizes the need to hold a Corporate Credit card for minor business expenses.

PROCEDURES

1. A credit card shall be issued to the Chief Administrative Officer of the County of Wetaskiwin to be used for direct expenses regarding County authorized expenditures. Indirect expenses, such as gasoline and oil for personal vehicles, shall not be permitted.
2. The credit limit of the Credit Card shall not exceed \$10,000.00.
3. Statements with receipts attached indicating the GST status shall be provided to the Director of Finance on a monthly basis, in order to provide prompt payment of an account.
4. The Director of Finance shall have the authority to pay any charge account prior to an expense claim being submitted to avoid interest charges and penalties.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	NUMBER:
	Resolution #CG20100112.1011	1 of 1