

Town of Greater Napanee Corporate Municipal Credit Card Policy



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| Approval Date: | March 24, 2026 | Resolution # | 155/26 |
| Revised Date: | | Resolution # | |
| Review Scheduled: | Once per council | | |
| Department: | Finance | Contact: | Treasurer |
| Approval Authority: | Council | Policy No: | FN-2026-05 |

1. Introduction

This Policy clarifies the protocols and terms and conditions of use associated with a municipal-issued credit card.

2. Purpose

The purpose of this policy is to ensure that the Town of Greater Napanee's credit cards are used for appropriate purposes and that adequate controls are established for day-to-day use.

3. Scope

This policy applies to all employees who are approve to use a corporate credit card including their authorising card supervisor.

4. Definitions

Cardholder - refers to the employee whose name appears on the corporate credit card

Corporate Credit Card – refers to a credit card, issued by a recognized financial institution, used for the payment of appropriate business expenditures/

Management – refers to CAO, General Manager, Director or Manager

5. Responsibilities

1. Council

Council is responsible for:

- a) Approval of the policy and any amendments

2. Treasurer

The Treasurer is responsible for:

- a) The administration, training and implementation of this policy;
- b) Directing the review of this policy at a minimum every four (4) years and recommend updates as required

3. Deputy Treasurer

- a) Communicate and provide ongoing support on the use of this policy; and
- b) Investigate any suspected non-compliance with this policy

4. General Managers, Directors and Managers

- a) Facilitate compliance with this Policy
- b) Verify and authorize all monthly transactions, and sign (written or digital) to indicate their approval

5. Cardholder

- a) Must have their monthly statement authorized by their Manager, Supervisor, or other senior authority, ensuring all expenditures are supported by receipts.

6. Authorization

- a) A Town of Greater Napanee credit card will only be issued to Management
- b) A Town of Greater Napanee credit card will only be issued to a cardholder who is able to demonstrate that the credit card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to a particular cardholder include:
 - c) The nature and extent of minor purchases of good and services that may be undertaken
 - d) The frequency and nature of travel that may be undertaken in the course of official duties
 - e) The need to meet the cost of approved out of pocket expenses; or
 - f) Incurs regular expenses of a type normally paid by credit card for the completion of their duties, or for otherwise conducting Town business

7. Credit Limit

- a) The credit card limit for the CAO and General Managers is \$10,000 per month.
- b) The credit card limit for Directors or Managers is \$5,000.
- c) The cardholder is responsible for ensuring that monthly spending does not exceed this pre-approved limit. The Town recognizes that a cardholder may require an increased limit depending on their department, frequency of use, and case-specific circumstances. Therefore, cardholders have the right to

apply for an exception and must explain the reasoning for the increased limit. The Treasurer will consider and make the final decision on requests for limit increases.

8. Card Management System

- a) Card transactions are coded and submitted for authorization using the excel form provided by the Finance Department which details the expenses, amount, HST, and a description of the expense. All transactions shall be coded and submitted within the required due dates to avoid interest charges.
- b) Failure to code and submit evidence for transactions for approval within the required due dates will be interpreted as a misuse of the credit card and persistent delays in submission for approval may result in the card being withdrawn as detailed in the credit card employee acknowledgement form (see Appendix A).

9. Conditions of Use

- a) The Town reserves the right to release and withdraw the municipal credit card at any time.
- b) The Town credit card shall only be used for Town-related expenses and for purposes related to the cardholder's job commitments
- c) The credit card cannot be used to receive cash advances, bank cheques, traveler's cheques, and/or electronic cash transfers
- d) A cardholder in possession of the municipal credit card must take full responsibility for all purchases made on the card
- e) The cardholder is personally responsible and accountable for the safekeeping of the card. Cards are to be kept secure and protected against improper use; in the event that a card is lost or stolen, the cardholder must report the loss immediately to the Treasurer.
- f) The cardholder in possession of the credit card is responsible for receiving, printing and retaining all receipts related to the purchases made on the company credit card
- g) A cardholder in possession of the credit card is prohibited from giving the card to unauthorized individuals including fellow Town of Greater Napanee employees.
- h) The Town of Napanee credit card must be used for business purposes only, and for purposes in conjunction with the cardholder's job duties. Credit cards shall not be used for non-business purposes. Non-business purchases are considered any purchases that are not for the benefit of the municipality as approved by the cardholder's supervisor.
- i) All expenses charged to credit card should be done in accordance with the budget, unless written approval is received from the cardholder's Supervisor, Manager, or Director.
- j) Credit cards shall not be used for reimbursement during travel. Instead, staff are expected to submit employee reimbursement forms as provided by Finance in accordance with the Compensation Bylaw

10. Disciplinary Action

- a) If a cardholder violates the terms and conditions of this policy and the cardholder agreement, they will be subject to disciplinary action, up to and including termination. Violations of this policy include:
- Using the municipal credit card for personal, illegal and/or unauthorized expenses
 - Failure to complete the Credit Card Employee Acknowledgement before using the card
 - Giving the municipal credit card to unauthorized personnel without notifying management and receiving approval.
 - Failure to report expenses in a timely manner, as prescribed by the submission deadlines set by Finance.

Depending on the severity and frequency of each cardholder's policy violation, they could face a written warning, possible suspension, and/or termination. In the event of a card holder having their card suspended, they have the right to appeal against the decision to the Chief Administration Officer.

11. Enforcement

The administration, enforcement of, and compliance with the policy is assigned to the Municipal Treasurer.

12. Appendices

- Appendix A - Credit Card Employee Acknowledgement

13. Related Documents

Procurement Bylaw No. 2025-0084

Compensation Bylaw

Revision History

| Date | Number | Description |
|---------------|--------------------------------|--|
| Mar 24, 2026 | FN-2026-05 | Update policy to reflect current practices and implement as a standalone document |
| Sept 28, 2021 | Appendix O to By-law 2021-0046 | Establish rules for corporate credit card use in the context of the Procurement By-law |

APPENDIX A - Credit Card Employee Acknowledgement

By executing this credit card acknowledgement document, I verify that I have read, understood, and accepted the requirements, terms, conditions, and responsibilities outlined on this acknowledgement document regarding the credit card that has been placed in my possession and have read and understood the Town of Greater Napanee's Municipal Credit Card Policy.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct Town of Greater Napanee operations. I cannot use the card for personal purposes.
2. Unauthorized use of the card can be considered misappropriation of funds. This may result in disciplinary action which may result in termination of employment.
3. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify Treasurer immediately. The card will be signed by me.
4. This card is issued to me specifically and I am not to let any other person use this card, for personal or business reasons.
5. I understand that since the Town is responsible for payment, I must submit all of the credit card receipts/records for all purchases that have been made for control and audit purposes. All receipts and supporting documentation must be properly coded against the appropriate general ledger account for my department using the excel spreadsheet template provided by the Finance Department.
6. I understand that following attempts to obtain a receipt copy from the vendor, should there be any purchases that cannot be supported by a receipt (e.g. lost or destroyed), I must provide a receipt declaration (see Appendix B). I understand that frequent use of a receipt declaration may result in the loss of access to the corporate credit card, or disciplinary action.
7. By the 15th of the following month, I am required to return all receipts, supporting documentation along with the excel spreadsheet completed with the general ledger account coding, and signature approvals. If this is not done by the deadline, I will be asked to reconcile immediately. Continued failure to meet the above deadline may result in the loss of access to the corporate credit card, or disciplinary action.
8. It will also be at the discretion of the Finance Department to change the card limit, the transaction limit or the allowable vendors, if deemed necessary.
9. I understand that all charges will be billed directly to and paid directly by the Town of Greater Napanee, I understand that the Card Company cannot accept payment from me directly.
10. The Chief Administration Officer and Treasurer have the authority to investigate and determine whether a violation of the procurement policy may have occurred, and to recommend actions that may be taken because of such determinations. The Town will consider the facts and circumstances of each incident, and will take actions as deemed appropriate, and as permitted by applicable law, and or

this policy.

Employees who violate this agreement or to any policy in regard to the purchase of goods and services will be investigated and may result in either one or more of the following actions:

- i. Written warning
- ii. Cancellation of the card
- iii. Revocation of credit card privileges
- iv. Cancellation of delegation of purchasing authority
- v. Disciplinary action
- vi. Deduction of misused funds from the cardholders' salary
- vii. Termination of employment and/or criminal prosecution

Employee Signature

Date

Employee Name

Card Number

Witness Signature

Date

Witness Name

APPENDIX B



Receipt Declaration

To: accountspayable@greaternapanee.com

From:

Date:

This form is to be used on **rare** occasions when credit card holders have lost or misplaced their original receipts. Attempts must be made to request a receipt copy from the vendor prior to completing this form. Each credit card holder must certify that an expense receipt was lost accidentally, destroyed or unobtainable. This declaration form must be included with the receipts, supporting documentation, and excel spreadsheet completed with the general ledger account coding, and signature approvals for the applicable monthly statement reconciliation.

Declaration

I, _____, hereby declare the following receipt has been lost or misplaced:

| | |
|---------------------|--|
| Vendor: | |
| Date: | |
| Amount: | |
| Description: | |

I further declare that the purchase listed above was for materials/services required to conduct Town of Greater Napanee operations.

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|-------------------|--|
| Signature: | |
|-------------------|--|