

**TOWN OF LOCKEPORT
POLICY STATEMENT**

CREDIT CARDS

Effective Date:
July 11, 2005

Policy # GG - 002
Revision Date:
June 10, 2013

Purpose

To establish guidelines for the use of town Credit Cards

Objectives

The objectives of the Credit Card Policy will be to:

1. Identify circumstances when use of the Town Credit Card is permitted;
2. Identify who is authorized to use the Town Credit Card;
3. Provide clear direction to Clerk/Treasurer on how to deal with unauthorized purchases;

Policy

The Town of Lockeport shall provide a Credit Card to the Mayor, the Deputy Mayor and the Town Clerk/Treasurer, each having separate accounts, for accommodations, meal expenses while conducting Town business away from Town and purchases made by the Clerk/Treasurer on behalf of the Town.

*******Receipts are required for all purchases on the Town Credit Cards.*******

Accommodations

Single room accommodation expenses may be charged to the Town credit cards, however, if the Mayor or Deputy Mayor chooses to pay for the accommodations out-of-pocket they will be reimbursed. Double room accommodation rates are only acceptable if two or more employees or Councillors share the same room.

Meals

Reasonable costs may be charged to the Town credit card for personal meals while travelling on Town business. Reasonable tips and gratuities are also acceptable. (no receipt is required for tips and gratuities). **Alcoholic beverages are not eligible.**

******No personal use of the Town credit card is permitted. If this occurs, the Clerk/Treasurer is directed to inform Council and deduct the expenses from the individuals next expense claim or remuneration cheque.******

<u>Town Clerk/Treasurer's Annotation For Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider (7 days minimum):	_____ <u>May 13, 2013</u> _____
Date of Passage of Current Policy:	_____ <u>June 10, 2013</u> _____
I certify that this Policy was adopted by Council as indicated above.	
 _____ Town Clerk/Treasurer	_____ <u>June 11, 2013</u> _____ Date