

**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**CREDIT CARDS**

Effective Date:  
July 11, 2005

**Policy # GG - 002**  
Revision Date:  
June 10, 2013  
February 22, 2024

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**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, 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.

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**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.\*\*\*\***

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider (7 days minimum): May 13, 2013

Date of Passage of Current Policy: June 10, 2013

I certify that this Policy was adopted by Council as indicated above.

  
Town Clerk/Treasurer

June 11, 2013  
Date Nov. 19/24

February 22, 2024  
Revision Date