



Signed Date: September 21, 2016	Motion: 122/16 Date: September 21, 2016
Title: Corporate Credit Card	Policy No. 34

Purpose:

The Village of Bawlf provides the Chief Administrative Officer (CAO) a corporate credit card through ATB Financial for use while conducting business on behalf of the Village of Bawlf.

Principles/Guidelines:

1. Corporate credit cards shall be used only for conducting Village of Bawlf business.
2. The CAO is responsible for providing and ensuring that proper procedures are in place to ensure appropriate control and use of the corporate credit card.
3. The CAO has the authority to allow other Village employees to use the corporate credit card for purchases where the Village does not have a credit account.
4. The CAO will ensure that proper documentation is completed, namely a Purchase Requisition Form, prior to releasing the corporate credit card to the employee.
5. The CAO is responsible for ensuring that the employee's purchase is only what is named on the Purchase Requisition Form and that a receipt bearing only said purchase is given to the CAO.
6. Any unauthorized purchases by an employee will be deducted from their next scheduled payroll and they will be prohibited from using the corporate credit card thereafter.

Mayor

CAO