

Department: Finance	Section: FS – Financial Services
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FS-04 Corporate Credit Card

Policy Statement

To provide direction to county administration on the issuance of corporate credit cards.

Policy Authority

County Council shall authorize county administration to hold up to twelve corporate credit cards with a total global limit of \$60,000.

Policy Responsibilities

County Manager will approve the administrative procedure and assignment of credit cards to Leduc County employees.

Director of Finance will:

- Create an administrative procedure that outlines the process governing the use of corporate credit cards in the organization.
- Recommend updates to this policy as required.
- Ensure the management team are aware and adhere to the policy.

Senior management, managers and supervisors will approve authorized credit card transactions as per the terms of use set out in the administrative procedure.

Cardholders will adhere to the terms of use set out within the administrative procedure.

Monitoring & Updating

This policy will be reviewed every 4 years.

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