

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

Administration 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 and updating

- This policy shall be reviewed at least once every 4 years.

<i>Approval date</i>	<i>November 6, 2018</i>	<i>Motion number</i>	<i>466-18</i>	<i>Page 1 of 1</i>
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