



## SMOKY LAKE COUNTY

<b>Title:</b> County Credit Card	<b>Policy No.:</b> 07-02
<b>Section:</b> 08	<b>Page No.:</b> 1 of 2

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To establish procedures and controls for Smoky Lake County MasterCard Credit Card use.
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<b>Policy Statement and Guidelines:</b>	
1.	Credit cards will be issued to each Councillor and the head department managements: <ul style="list-style-type: none"><li>■ Chief Administrative Officer</li><li>■ Assistant Chief Administrative Officer</li><li>■ Agricultural Fieldman</li><li>■ Public Works Safety Officer</li><li>■ Natural Gas Department – Odorant Project</li><li>■ Planning and Communication Manager</li></ul>
2.	Councillor and staff credit cards are to be stored in the vault at the County office, when not in use. When a credit card is removed from the County Office it is to be signed out on the <b>Credit Card Release Form</b> when taken and signed in when returned.
3.	When using the credit card, an invoice statement and credit card receipt must be handed in to the Accounts Payable Clerk to attach to the credit card statement The County needs the invoice with the G.S.T. number of the vendor to claim the ITC back.
4.	If a receipt is not handed into the office, it will be deemed a personal purchase and charged to the respective employee/councillor.
5.	Credit card use must only be used for County business otherwise the charge will be charged to the employee/councillor through accounts receivable and <b>Policy 08-07-01</b> will apply and credit card privileges will be suspended.
6.	If a credit card is lost or stolen the Chief Administrative Officer, Assistant Chief Administrative Officer, or the Comptroller must be notified immediately.

