

## Town of Lampman

### Regulation of Town Credit Cards

Policy No. 200-4

March 14, 2018

Subject:	Regulation of Town Credit Cards
Type:	Administration
Authority:	Approved by Council: March 14, 2018

### Regulation of Town Credit Cards

1. Every employee and council member shall have the right to use the town credit card for expenses incurred by the Town.
2. The town credit card shall be kept in the municipal office when not in use and shall only leave the office when signed out by the user.
3. The town credit card shall be returned to the municipal office within 24 hours after use, and all receipts and records of transactions must be provided to the Administrator for payment.
4. Any credit card receipts that are not returned when the credit card is returned shall be paid by the user that signed out the credit card at the time of the receipt unless there was no receipt issued for that transaction.

