

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-28 TOWN of Browning Credit Card	

Town of Lampman

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Credit Card

December 12, 2018

Town of Lampman Credit Card

- 1.1. Some senior positions may be given access to a Town credit card. To be eligible, the employee must purchase significant volumes of goods and services for use by the Town, or incur other regular frequent business expenses of a kind appropriately paid by credit card.
- 1.2. The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee named on the card, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of any and all credit card privileges.
- 1.3. If the card is used for an employee's personal expenses, the Town reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.
- 1.4. Corporate credit card expenditures must be reconciled and submitted with original receipts to within 10 business days of the statement date. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received, the employee's corporate credit card will be canceled.
- 1.5. Lost or stolen cards must be reported immediately to the Administrator.

Document Revision History:

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Policy No. 300-28 Town of Lampman Credit Card	December 12, 2018	Council