

# Policy

<b>Title:</b>	<b>CREDIT CARD/PURCHASE CARD</b>
<b>Policy Number:</b>	<b>ADM-12-13</b>
<b>Effective Date:</b>	<b>November 15, 2023</b>
<b>Resolution:</b>	<b>498-23</b>
<b>Department Responsible:</b>	Finance
<b>Supersedes Policy No:</b>	<b>B14</b>
<b>Next Review Date:</b>	<b>November 15, 2026</b>

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## **POLICY STATEMENT:**

The purpose of this policy is to ensure that the Municipal District of Lesser Slave River's (MDLSR) credit cards/Purchase Cards (P-Card) are used for appropriate purposes and adequate controls are established for day-to-day use.

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## **DEFINITIONS:**

**“Cardholder”** means the staff member who has an assigned municipal Credit Card/P-Card

**“MDLSR”** means the Municipal District of Lesser Slave River #124 having jurisdiction under the Municipal Government Act and other applicable legislation.

**“Municipal Credit Card/P-Card”** means the Credit Card/Purchase-Card that is used for the payment of appropriate business expenditures.

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## **PRINCIPLE:**

### **1. General**

The purchasing card is used to purchase MDLSR business related goods and services in accordance with the procedures governing the issue and use of the card. The purchasing card should be used for transactions that reflects the MDLSR policies including:

B10 Procurement of Goods & Services  
K20 Subsistence & Travel Expenses

The card cannot be used by anyone other than the cardholder.

# MD of LESSER SLAVE RIVER Policy

1.1 Acceptable purchases made on behalf of the MDLSR include:

The card should be used as a secondary payment method where a charge account/invoice payment method is not available and for frequent purchased lower cost items.

Purchase transactions in accordance with the Procurement Policy and as outlined in the Purchase Card Procedures.

Purchases otherwise made using petty cash, personal funds, or personal credit card.

Authorized business travel and training expenses.

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\_\_\_\_\_ "Original Signed" \_\_\_\_\_  
Chief Administrative Officer  
Barry Kolenosky

\_\_\_\_ November 29, 2023 \_\_\_\_\_  
Date

\_\_\_\_\_ "Original Signed" \_\_\_\_\_  
Reeve  
Murray Kerik

\_\_\_\_ November 29, 2023 \_\_\_\_\_  
Date

**SPECIAL NOTES/CROSS REFERENCE:** ADM-12-13.01 Credit Card/Purchase Card Procedure, Current signing Authority Matrix, Bylaw 2001-01 Retention & Disposal of Records

**AMENDMENT DATE:** November 15, 2023

