

HAMIOTA MUNICIPALITIES

Policies and Procedures

Policy Number: 500.3

Section: Finance

Subject: Credit Card Use

Passed by Resolution of Council:

BACKGROUND

From time to time there is a necessity for staff to make approved purchases on behalf of the municipality where payment may only be made by Credit Card, e.g. on-line purchases, postage, hotel rooms... etc.

POLICY/PROCEDURE

- **To be used by staff and Council for approved municipal use**
- **Credit card is to be signed out on attached approved form by the staff or Council member for each and every time it is used. Must state intended use when signing out.**
- **Receipts for purchases are to be handed to Accounts Payable upon returning the card and sign and date the approved form.**