



Town of Whitby Procedure

Procedure Title: Corporate Visa Credit Card Expenses
Procedure Number: F 080-005
Reference: Purchasing Policy F 080
Date Approved: March 15, 2017
Date Revised: September 4, 2019
Approval: Chief Administrative Officer
Point of Contact: Financial Services Department

Purpose

The purpose of this procedure is to ensure that Corporate Visa credit cards are used for appropriate purposes and adequate controls are established for day to day use.

Scope

This procedure applies to staff with Town of Whitby issued Corporate Visa credit cards, where the nature of their jobs requires such use. Issuance of Corporate Visa credit cards requires CAO and Treasurer approval. Other staff that are in possession of a Visa Purchasing P-Card are subject to a separate policy/procedure.

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1 Procedure

- 1.1** Corporate Visa credit cards will only be used for appropriate business expenditures in accordance with this procedure. The charging of personal expenditures to the corporate credit card with subsequent refund to the Town of Whitby is expressly prohibited, as set out in the attached Employee Acknowledgement of Responsibilities and Obligations for the use of a corporate credit card. Each credit card holder is required to sign this acknowledgement.

2 Appropriate Use

- 2.1** Examples of appropriate uses of corporate credit cards include approved:
- Travel expenses
 - Accommodation
 - Hosting expenses
 - Conference, related expenses and parking
 - Technology related incidentals (i.e. phone cases and chargers)

3 Prohibited Uses

- 3.1** Examples of prohibited uses of corporate credit include, but not limited to:
- Purchase of Alcohol*
 - Clothing and footwear
 - Personal expenses
 - Withdrawal of cash/cash advance
 - Expenditures of furniture, equipment, computer hardware/software costing \$250 or more
 - Mobile and other related technology devices that could be typically procured by MIS Division
 - Purchase of gasoline/diesel or other petroleum products

** For Economic Development purposes or hosted events, alcohol purchase may be permitted with the express approval of the Department Head and CAO.*

The above list is provided as a guide only. In areas of uncertainty where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the Treasurer or designate be obtained prior to transacting with the card, or as soon as possible thereafter.

In extenuating, emergency or unforeseen situations, the card may be used and notation made on the transaction summary log that is submitted for approval.

This procedure in no way exempts the Corporate Visa card user from adhering to the Purchasing Policy F 080.

4 Responsibilities

4.1 Employees with Corporate Visa credit cards are responsible for:

- Ensuring that cards are used only for appropriate municipal business expenses.
- Ensuring that only the employee whose name appears on the card uses the card.
- Retaining receipts and providing explanations for all card transactions. The occurrence of continual missing receipts may result in cancellation of the corporate credit card.
- Submitting a completed and approved transaction summary/log to Treasury Services for processing on a timely basis.

4.2 The CAO and/or Treasurer are responsible for:

- Determining which employees require a corporate credit card for Town of Whitby related business expenses.

4.3 The CAO or Department Head is responsible for:

- Reviewing and authorizing corporate credit expenses on a timely basis.
- For the CAO, the Treasurer or designate is responsible for reviewing and authorizing corporate card expenses.

4.4 The Treasury Services Division is responsible for:

- Ensuring that all corporate credit card transactions are properly authorized and are in compliance with this procedure.
- Processing payments for corporate credit statements on a timely basis to ensure correct coding and appropriate payments are being made.

5 Corporate Visa Credit Card Statement Payment Procedure

5.1 Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expense on the back of the each receipt.

5.2 The employee shall submit the detailed original receipts and credit card statement along with the completed Visa Reconciliation summary to the CAO or department head for approval.

- 5.3** Charges for items where the receipt has been misplaced must be explained to the authorizing approver who must initial the specific charge and indicate “receipt missing” beside it. The occurrence of continual missing receipts may result in cancellation of the corporate card.
- 5.4** The CAO or department head shall confirm that the charges are justified and appropriate before authorizing/signing the Visa reconciliation summary.
- 5.5** The authorized Visa Reconciliation summary with attached receipts shall be forwarded to Treasury Services, one week prior to credit card statement due date, for payment and processing.
- 5.6** Treasury Services will verify authorization, allocation of expenses and process payment.

Appendices

Appendix 1 Employee Acknowledgement of Responsibilities and Obligations for the use of a Corporate Card

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

September 4, 2019

Date

Employee Acknowledgement of Responsibilities and Obligations for the use of a corporate Card.

I, the undersigned hereby acknowledge receipt of a Corporate Visa Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with The Town of Whitby. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the appropriate department head or delegate, in accordance with the usual Town of Whitby departmental procedures.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Visa Credit Card procedures. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card and understand that not following these responsibilities and obligations can result in cancellation of card privileges.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of the Town of Whitby. Should the card be lost, stolen, suspended or comprised in any manner, I will advise the issuing financial institution and the Treasurer or delegate immediately.

Furthermore, I understand that this card has been provided to me on behalf of the Town of Whitby and that in event of wilful or negligent default of these obligations, the Town of Whitby will take recovery action deemed appropriate and permitted by law and/or termination of employment. I will be provided with a monthly statement of my transactions. I will assign all charges on the card to the appropriate cost centre by completing the Visa reconciliation summary for forward for appropriate approval. I will resolve any discrepancies by either contacting the merchant or the bank.

I agree to surrender the card immediately upon termination of employment, whether for retirement, parental leave, voluntary or involuntary reasons.

Cardholder Name

Cardholder Signature

Date