

# *The Village of Bible Hill*

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Date Adopted: December 20, 2016

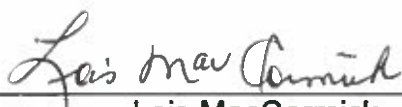
## **Corporate Credit Card Policy**

The Village of Bible Hill has authorized the issuance of corporate credit cards to the Public Works Forman, Administrative Assistant and the Recreation Director.

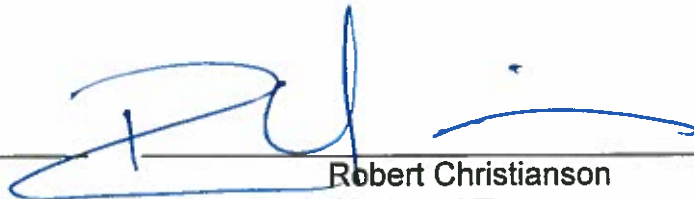
- (1) The purpose of the credit cards is to enable staff to make purchases on behalf of the Village of Bible Hill for goods and services from vendors that the Village does not have prearranged credit facilities.
- (2) The Village of Bible Hill purchasing policies and procedures shall be abided by when using the Corporate Credit Card
- (3) Credit cards shall not be used by staff for travel or other expenses.
- (4) Credit cards shall not be used to make personal purchases.
- (5) Cash advances shall not be taken on the corporate credit card.

Credit Card procedures:

- (a) Staff making purchases using the credit card are to retain the purchaser's copy of the credit card slip and the packing slip and invoice. These documents are to be given to the Finance Officer.
- (b) In addition to signing the credit card slip, staff who made the purchase shall sign the packing slip or invoice, to confirm receipt of goods or services. Staff shall clearly identify on the packing slip or invoice the purpose of the purchase. If a packing slip has not been issues then they shall sign the invoice to confirm receipt of goods or services.
- (c) The Clerk and Treasurer shall counter sign the credit card statement to acknowledge review of the document.



Lois MacCormick  
Chair



Robert Christianson  
Clerk and Treasurer