

POLICY NO. 08/04

POLICY TITLE: **Town of Bentley Credit Card**

DATE ADOPTED: **July 27, 2004**

POLICY PURPOSE: To authorize the acquisition of a credit card in the name of the Town of Bentley.

To establish a policy and procedures for the use of of the Town of Bentley credit card (hereinafter referred to as the Town MasterCard).

STATEMENT: The Chief Administrative Officer is hereby authorized to apply for and receive a Town of Bentley MasterCard.

The Town MasterCard may be made available to any Member of Town Council or any Town employee for the purpose of purchasing materials, goods or services or the payment of expenses incurred on behalf of the Town of Bentley or while representing the Town of Bentley at a conference, seminar or similar function.

The Town MasterCard shall only be used for Town related expenses. There shall be no exceptions.

Any member of Council or Town employee using the Town MasterCard must return the said card upon completion of use together with all expense receipts. If an expense receipt is not submitted, the individual using the card shall be held personally responsible and shall be required to reimburse the Town for the expense.

The Town MasterCard shall be securely stored in the Bentley Municipal Office when not in use. The Town MasterCard must be 'signed out' by the respective Councillor or employee and must be 'signed in' when returned. Failure to abide by this policy or misuse of the Town MasterCard will result in the loss of privilege of using the card and will result in the Town taking recovery action as deemed appropriate.



Mayor



Chief Administrative Officer

