
Town of Mulgrave Credit Card Policy

Title:

1. This Policy is entitled the “*Credit Card Policy*”.

Interpretation:

2. It shall be the policy of the Mulgrave Town Council to provide specified members of staff and Council with a credit card to establish a convenient, efficient and cost-effective method of purchasing goods and services when vendors will not accept purchase orders.
3. The Town of Mulgrave will provide a credit card to the Chief Administrative Officer, the Deputy Chief Administrative Officer, the Superintendent of Public Works and the Mayor to be used for purchases of goods and services when vendors will not accept purchase orders.

Procedure:

5. The Town of Mulgrave will obtain five credit cards from the financial institution with which it has established its account.
6. A credit card will be issued in the name of the Chief Administrative Officer, the Deputy Chief Administrative Officer, the Superintendent of Public Works, the Recreation and Physical Activity Coordinator and the Mayor. A credit limit of \$15,000.00 shall be established for all five cards combined.
7. The designated card holders may use the card to purchase goods, software, and other materials that require prepayment through the internet.
8. The designated card holders shall be required to sign out the card as per the format shown below.
9. The Credit cards will be blocked for cash advances.
10. No personal purchases shall be made with the card.
11. If the cardholder cannot produce a receipt and the transaction cannot be recognized as a budgeted item then, at the discretion of the Chief Administrative Officer and/or the Mayor, the cardholder shall be responsible for reimbursement to the Town of Mulgrave for the amount of such unauthorized use of the credit card.

12. In the event of willful or negligent default of the obligations of the cardholder, the Town of Mulgrave shall take any recovery action deemed appropriate and that is permitted by law.

13. All cardholders shall return the card upon request of Council or upon termination of employment or term of office with the Town of Mulgrave.

CREDIT CARD SIGN-OUT FORMAT

I, _____, _____, of the Town of Mulgrave,
(Name) (Position) hereby acknowledge receipt of the
Purchasing Card (the card issued by the Canadian Imperial Bank of Commerce). I acknowledge that a
credit card, numbered _____, has been issued to me to make purchases in
accordance to the Town of Mulgrave’s Credit Card Policy. I fully understand that purchases made
using this card are to be authorized by a signing officer. Any unauthorized purchase will be deducted
from my employment wages or council honorarium during the following pay period.

I acknowledge that I have read and agree with the procedure of the Town of Mulgrave Credit Card
Policy.

Signature

Date

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: April 7, 2025

Date of Passage of Current Policy: April 22, 2025

I certify that this *Credit Card Policy* was adopted by Council as indicated above.

Municipal Clerk

January 20, 2025
Date