

## Cowichan Tribes Policy



Policy Title:	Credit Card Policy
Responsible Office(s):	Finance
Effective Date:	24 May 2011
Revision Date:	
Authority:	Council Motion 24 May 2011

## Credit Card Policy

### Policy Statement

- 1) It is the policy of Cowichan Tribes to ensure that band-issued credit cards are used in a financially responsible manner.

### Reason for Policy

- 2) The objective of this policy is to provide direction on the procedures for band-issued credit card use.
- 3) The potential consequences of improper credit card use include increased risk of loss of funds and misappropriation of funds.

### Policy Application

- 4) This policy applies to Chief and Council and staff of Cowichan Tribes.

### Policy Requirements

- 5) Credit cards are only to be issued with the approval of the General Manager.
- 6) For those staff who have been issued with a credit card the following rules apply:
  - a) Credit cards must only be used to make approved purchases for Cowichan Tribes and under no circumstances are credit cards to be used



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for personal purchases. Breach of this rule will result in immediate revocation of the credit card as well as disciplinary action;

- b) Purchases are only to be made by those to whom the card is issued. Anyone who makes a charge to a credit card without the cardholder's approval will be subject to disciplinary action;
- c) Receipts for credit card purchases must be kept and submitted to the Finance Department, with appropriate financial coding, for reconciliation with the credit card statement prior to payment. Persistent failure to meet this requirement will result in revocation of the credit card.

