



# TOWN POLICY

**POLICY NUMBER:** 1805

**REFERENCE:**

Council  
433.11.07  
165.04.11  
061.02.13

**ADOPTED BY:**

Town Council  
21 November 2007  
6 April 2011  
20 February 2013

**PREPARED BY:** Administration

**DATE:** 19 July 2006

**TITLE:** Mastercard Policy

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**POLICY STATEMENT**

The Town of Strathmore shall provide Members of Council and selected members of staff with the use of credit cards for business expenses while an elected official or an employee of the Town.

**1. DEFINITIONS**

- 1.1 **Credit Card** refers to a Town of Strathmore issued Mastercard.
- 1.2 **Members of Council** means a member of Council of the Town of Strathmore, in the Province of Alberta.
- 1.3 **Staff** means a full or part-time employee on permanent employment with the Town of Strathmore.

**2. RESPONSIBILITIES**

- 2.1 **Mayor**

2.1.1 Approve all credit card expenses of members of Council and the CAO.

**2.2 Deputy Mayor**

2.2.1 Approve all credit card expenses of the Mayor

**2.3 CAO**

2.3.1 Approve all credit card expenses of Town of Strathmore staff reporting directly to him/her.

**2.4 Management**

2.4.1 Approve all credit card expenses for Town of Strathmore staff reporting directly to them.

**3. Forms**

3.1 The CAO shall provide forms and procedures suitable for the processing of credit card expense claims under this policy.

**4. Credit Card Use**

4.1 Only those persons specified in this policy shall have the authority to use these credit cards and be responsible for their use.

4.2 Credit cards issued by the Town of Strathmore shall only be used for direct expenses. Indirect expenses such as gasoline and oil for personal vehicles shall not be permitted. A cash advance shall not be permitted unless prior approval of the Director of Corporate Services has been obtained.

4.3 Credit Cards will be issued to the following elected officials and staff, subject to given limits placed on credit card usage:

Mayor	\$20,000
Councillors	\$ 2,000
CAO	\$20,000
Deputy CAO	\$10,000
Directors	\$ 5,000
Fire Chief	\$ 5,000
Family Centre Manager	\$ 2,500
Municipal Clerk	\$10,000
Aquatic Centre Manager	\$ 1,500

Senior Peace Officer	\$ 2,000
Parks Supervisor	\$ 1,500
FCSS Coordinator	\$ 2,500
Recreation Events & Communications Coordinator	\$ 5,000

- 4.4 Statements with receipts attached shall be provided to the Payroll Department no less than on a monthly basis, in order to provide prompt payment of an account.
- 4.5 The Director of Corporate Services shall have the authority to pay any charge account prior to an expenses claim being submitted to avoid interest charges and penalties.

**5. End of Policy**