

THE CORPORATION OF THE VILLAGE OF MONTROSE

POLICY TITLE: Credit Card Policy

POLICY #1630

POLICY STATEMENT:

It is the policy of Council to use our Credit Card Account only in instances when it is not convenient for cheques to be used.

POLICY BACKGROUND:

The Village has traditionally paid for transactions by cheque. There are some instances when this is not viable, for example, when renewing software on the internet, when prebooking rooms as a guarantee, etc. The Village then uses a MasterPlan Credit Card.

POLICY GOAL:

It is the goal of this policy to put checks and balances in place to manage and control the use of our Master Plan Credit Card

POLICY OBJECTIVES:

1. All MasterPlan Credit Card expenditures will be assigned a cheque number and will be included on the Accounts Payable list reported to Council

Initially approved at meeting #30-05 on October 17, 2005.

Reviewed at meeting #30-10 on October 3, 2011.

Scheduled to be reviewed on October 1, 2012.